

student



book

fall 2004 / spring 2005

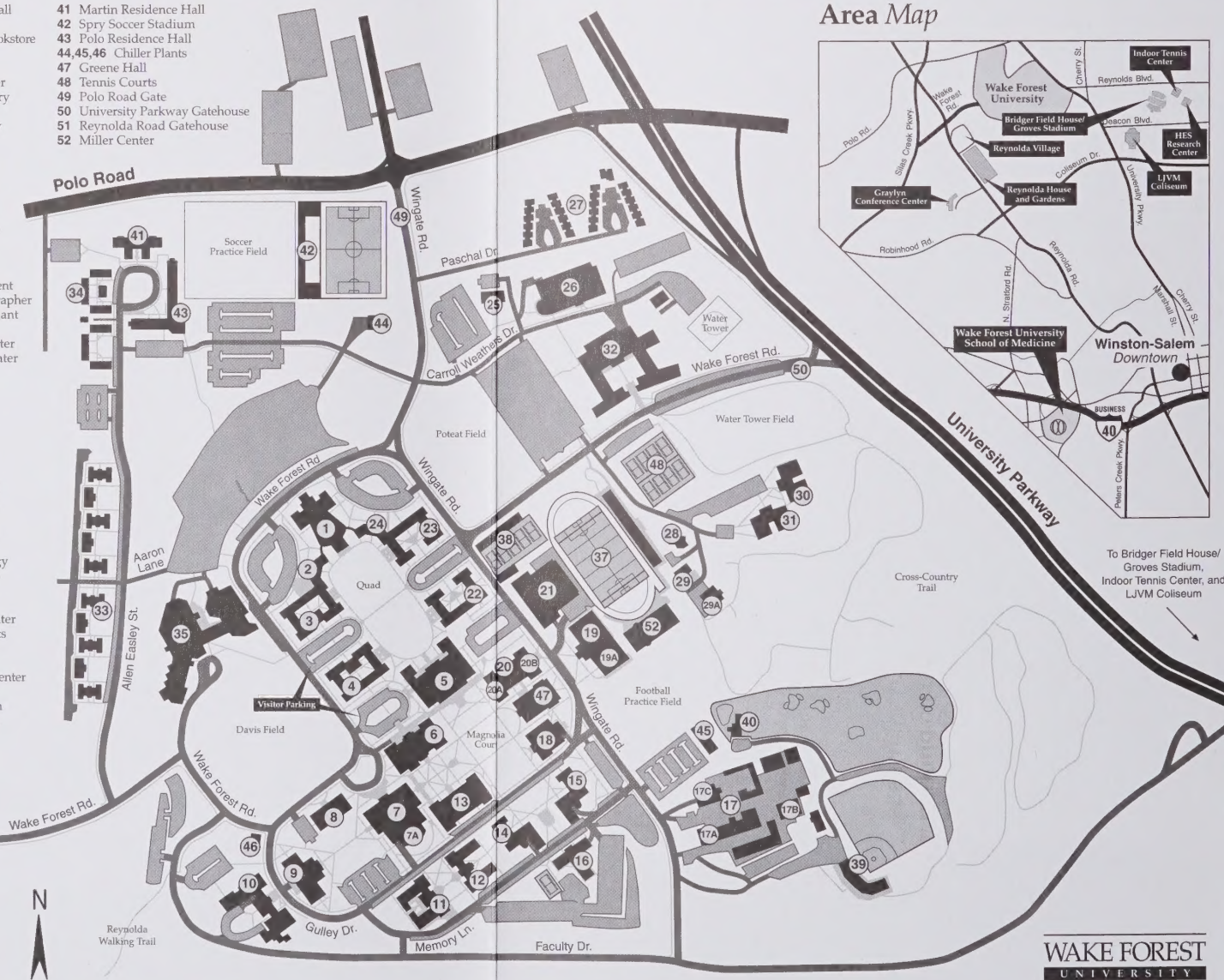


Wake Forest

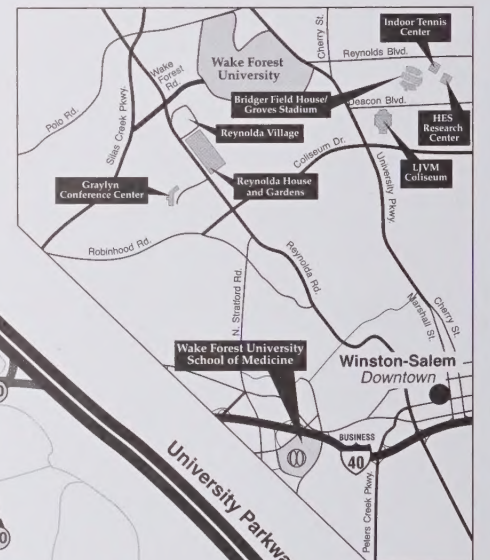


# Wake Forest University Reynolda Campus Map

- 1 Wait Chapel/Wingate Hall
- 2 Efrid Residence Hall
- 3 Taylor Residence Hall/Bookstore
- 4 Davis Residence Hall
- 5 Reynolda Hall
- 6 Benson University Center
- 7 Z. Smith Reynolds Library
- 7A Wilson Wing
- 8 Olin Physical Laboratory
- 9 Salem Hall
- 10 Winston Hall
- 11 Luter Residence Hall
- 12 Babcock Residence Hall
- 13 Tribble Hall
- 14 Johnson Residence Hall
- 15 Bostwick Residence Hall
- 16 Collins Residence Hall
- 17 Facilities Management
- 17A University Police
- 17B University Photographer
- 17C Central Heating Plant
- 18 Carswell Hall
- 19 Manchester Athletic Center
- 19A Pruitt Football Center
- 20 Calloway Center
- 20A West Hall
- 20B Kirby Hall
- 21 Reynolds Gymnasium
- 22 Kitchen Residence Hall/Deacon Shop
- 23 Poteat Residence Hall/Post Office
- 24 Huffman Residence Hall
- 25 Townhouse Apartments
- 26 Information Systems
- 27 Residential Community
- 28 WFDD Radio Station
- 29 Museum of Anthropology
- 29A Anthropology Lab
- 30 Piccolo Residence Hall
- 31 Palmer Residence Hall
- 32 Worrell Professional Center
- 33 Faculty/Staff Apartments
- 34 Student Apartments
- 35 Scales Fine Arts Center
- 36 Starling Hall/Welcome Center
- 37 Kentner Stadium
- 38 Leighton Tennis Stadium
- 39 Hooks Baseball Stadium
- 40 Haddock Golf Center
- 41 Martin Residence Hall
- 42 Spry Soccer Stadium
- 43 Polo Residence Hall
- 44, 45, 46 Chiller Plants
- 47 Greene Hall
- 48 Tennis Courts
- 49 Polo Road Gate
- 50 University Parkway Gatehouse
- 51 Reynolda Road Gatehouse
- 52 Miller Center



## Area Map



### To Reynolda Road

To Graylyn, Reynolda Village,  
Reynolda House and Gardens

To Bridger Field House/  
Groves Stadium,  
Indoor Tennis Center, and  
LJVM Coliseum





m	t	w	t	f	
					8 am
					9 am
					10 am
					11 am
					12 pm
					1 pm
					2 pm
					3 pm
					4 pm
					5 pm

## fall semester 2004

August 18, *Wednesday*

August 19-24, *Thursday-Tuesday*

August 21, *Saturday*

August 22, *Sunday*

August 23-24, *Monday-Tuesday*

August 25, *Wednesday*

September, *Date TBA*

September 8, *Wednesday*

September 29, *Wednesday*

October 13, *Wednesday*

October 15, *Friday*

November 24-28, *Wednesday-Sunday*

November 29, *Monday*

December 3, *Friday*

December 6-11, *Monday-Saturday*

December 11, *Saturday*

December 12- Jan. 9, *Sunday-Sunday*

Move-in day for new students/

Residence halls open 8 am-5 pm

Orientation for new students

Residence hall check-in for returning students, 8 am-5 pm

Residence hall check-in for returning students continuing from noon-5 pm

Confirmation/registration

Classes begin

Opening Convocation

Last day to add courses

Last day to drop courses

Midterm grades due

Fall break

Thanksgiving recess

(Residence halls remain open)

Classes resume

Classes end

Examinations

All residence halls close at 7 p.m.

Winter recess





student

*body*

*calendar*



*book*

fall 2004 / spring 2005

*policies*

*hand*



## 6

## SURVIVAL LIST

- 6 Things to do when you first arrive on campus

## 8

## TRADITIONS, LEGENDS, HISTORY

- 8 Alma Mater: Dear Old Wake Forest
- 8 Deacon Fight Song: O Here's to Wake Forest
- 9 Honor System Statement of Principle
- 10 Chronological History of Wake Forest
- 11 Demon Deacon—History
- 12 Traditions and Legends

## 14

## WHERE TO GO

- 14 Administrative Offices

## 16

## STUDENT LIFE

- 16 VP for Student Life & Instructional Resources
- 16 Associate Vice President and Dean of Student Services
- 16 Assistant Vice President for Student Life
- 16 Campus Ministry
- 16 Chaplain
- 17 Career Services
- 17 Health Education Program
- 17 Associate Dean/Judicial Officer
- 17 Multicultural Affairs
- 18 Residence Life and Housing
- 18 Student Development
- 18 Benson University Center
- 19 Student Union
- 19 University Counseling Center
- 19 Learning Assistance Center
- 19 University Police
- 20 Volunteer Services

## 21

## STUDENT HEALTH SERVICE

- 21 Confidentiality
- 21 Health Information
- 21 Class Excuses
- 21 Health Insurance
- 21 Inclement Weather
- 21 Retention of Medical Records





- 22 Health Information Summary
- 22 Immunization Policy
- 23 Meningococcal Disease/HIV Infection Policy

## 25

### ACADEMIC POLICIES AND INFORMATION

- 25 Summary of Computing Rights and Responsibilities
- 27 Software Duplication and Use Policy
- 27 Course Drop/Add
- 28 Academic Advisers
- 28 Family Educational Rights and Privacy Act
- 30 Registration
- 30 Summer Session

## 33

### SOCIAL REGULATIONS AND POLICIES

- 35 Personal Conduct
- 41 Presumptive Sanctions
- 45 Organizational Conduct
- 47 Greek Life Principles and Policies
- 48 Non-Discrimination Statement
- 48 Student Complaints
- 49 Sexual Misconduct
- 52 Sexual Harassment
- 53 Administrative Withdrawal Policy
- 53 Alcohol Policy
- 55 Excessive or Harmful Use of Alcohol
- 56 Medical Situations
- 58 Substance Abuse Policy and Program
- 61 Hazing
- 61 Residential Noise Policy
- 61 Off-Campus Housing Policy
- 62 Sales and Solicitations
- 62 Campus Posting
- 62 Visitation

## 63

### THE WAKE FOREST JUDICIAL SYSTEM

- 64 Organization of the Judicial System
- 66 Board of Investigators
- 68 Standards for Academic Honor
- 70 Procedure of the Honor & Ethics Council
- 81 The Constitution of the Judicial Council
- 82 Hearing Practices

## 85

## SERVICES AND FACILITIES

- 85 Activities and Advertising
- 85 Biomedical Communications/Printing Services
- 85 Auto Registration and Traffic Fines
- 86 Barber Shop
- 86 Book Store
- 86 Copy Center
- 87 Deacon Shop
- 87 Disabled-Student Services
- 87 Information Desk
- 87 Information Systems
- 88 Library Services
- 89 Post Office
- 89 Practice Rooms
- 89 Recycling
- 90 Sundry Shop
- 90 Shuttle and Escort Services
- 90 Telecommunication Services
- 90 Textbook Store
- 90 University ID Cards—Campus Card Program
- 91 Deacon OneCard Office
- 91 Wachovia Bank
- 91 How to Advertise Your Event
- 91 Why You Should Keep the WFU Bulletin

## 92

## HOURS OF OPERATION

- 92 Food
- 93 Services
- 94 Recreation
- 94 Religious—Group Meeting Times
- 96 Benson University Center
- 96 Student Health Service

## 97

## STUDENT ORGANIZATIONS

- 97 Academic and Honorary Societies
- 98 Greek Organizations
- 99 Media and Publications
- 99 Religious Organizations
- 100 Service Organizations
- 100 Sports and Recreation
- 102 Student Governance
- 103 Special Interest Groups





## 104

### ADDITIONAL ACADEMIC OPPORTUNITIES

- 104** Interdisciplinary Minors
- 104** East Asian Languages and Cultures
- 104** Foreign Area Studies
- 105** Interdisciplinary Honors
- 105** Learning Assistance Center
- 105** Open Curriculum
- 105** Pathways Pro Humanitate Center
- 105** Theme Houses
- 105** Study Abroad Programs

## 106

### ACTIVITIES ON CAMPUS

- 106** Irving Carlyle Lecture Series
- 106** Christmas Lovefeast and Candlelight Service
- 106** Opening Convocation
- 106** Family Weekend
- 106** Film Series
- 107** The Fine Arts
- 107** Founders' Day
- 107** Homecoming
- 107** Campus Recreation
- 107** Project Pumpkin
- 107** Springfest
- 107** Secrest Artist Series

## 108

### ACTIVITIES OFF CAMPUS

- 108** Movie Theaters
- 108** Outdoors
- 109** Arts and Culture
- 110** Sports (Off campus)
- 111** Local Shopping and Services
- 112** Restaurants

113      USEFUL TELEPHONE NUMBERS

116      INDEX

122      CALENDAR

IFC      FALL CLASS SCHEDULE/CALENDAR

IFC      REYNOLDA CAMPUS MAP

IBC      SPRING CLASS SCHEDULE/CALENDAR

IBC      WINSTON-SALEM MAP

## you've arrived

- 1** On the first day of orientation, go to the Benson Center to pick up your student ID/meal card. After day one, the card can be picked up at the Office of Residence Life and Housing, Benson 101.
- 2** Go to the post office to locate your mail box and to get a key.
- 3** If you have opened an account with Wachovia Bank, you may want to visit the campus branch to settle the matter of checks, etc.
- 4** If you are bringing a motor vehicle to campus, you must register it online with the Department of Parking Management. To register, log on to the Wake Information Network (WIN) at <https://win.wfu.edu>. Go to Personal, click on Register Your Car. Fill in the form online and submit. The annual registration fee for freshmen and first-year students is \$100. For all other students, the fee is \$250. Hours are Monday–Friday, 8:30 a.m.– 4 p.m. Call 758-6123 if you have any questions.
- 5** Arrange to meet with your academic adviser. An appointment sheet will be posted on his or her door.
- 6** Pick up the ThinkPad and printer from 10 a.m.–5 p.m. in the Information Systems Building. You need to bring your student ID card. You will receive your network Login ID and password at distribution.
- 7** Student, faculty, staff, and alumni telephone directories, along with campus yellow pages and a public directory, are available online in WIN. There is also a list of useful phone numbers in the back of this handbook.
- 8** Do not be lulled into a false sense of security on campus. There are occasional thefts and other unwanted incidents. Check to see if your family's homeowners' insurance will extend to cover your belongings on campus, and record the serial numbers of your valuables. Students are encouraged to have items engraved with their driver's license number and state abbreviation. Engraving tools can be borrowed from each residence hall RA or University police.



**9** Room security is your responsibility. You should lock your room and take your key with you.

**10** The Sundry Shop is conveniently located on campus but is more expensive than off-campus stores. Stock up when you find a ride to a shopping center.

**11** Don't buy textbooks until you are registered for classes and are sure of the books you will need.

**12** Attend your first residence hall meeting. Your RA will discuss all of the safety rules including the announced fire drills each semester.

**13** Bikes are stored on the first-floor level racks of the residence halls. They can still get wet, so you may want to bring a cover.

**14** In addition to your personal bike identification, University Police offers year-round campus bike registration. It's fast and free. Visit the University police Web site to register your bike.

**15** Athletic equipment may be checked out on the second floor of the gymnasium. Take your ID card.

**16** Keep your eyes and ears open for what's happening. Check the information desk at the Benson Center or visit The Student Online Magazine at <http://student.wfu.edu/home> to view and post events. Window on Wake Forest, the daily campus newsletter, is online at [www.wfu.edu/wowf](http://www.wfu.edu/wowf). And don't forget to pick up the student newspaper, Old Gold and Black, every Thursday.

any questions? ask your RA first

## *the Alma Mater*

### DEAR OLD WAKE FOREST

GEORGE W. PASCHAL, CLASS OF 1892 (THURINGIAN FOLK SONG)

*Dear old Wake Forest, Thine is a noble name;  
Thine is a glorious fame, Constant and true.  
We give thee of our praise, Adore thine ancient days,  
Sing thee our humble lays, Mother, so dear.*

*Dear old Wake Forest, Mystic thy name to cheer;  
Be thou our guardian near fore'er and aye.  
We bow before thy shrine, Thy brow with bays entwine,  
All honor now be thine, Mother, today.*

## *Deacon fight song*

### O HERE'S TO WAKE FOREST

*1. O here's to Wake Forest  
A glass of the finest  
Red ruddy, Rhenish filled up to the brim.  
Her sons they are many  
Unrivalled by any  
With hearts o'erflowing, we will sing a hymn.*

*(Chorus)*

*Rah! Rah! Wake Forest Rah!  
Old Alma Mater's sons are we.  
We'll herald the story  
And die for her glory,  
Old Gold and Black is ever waving high.*

*2. As frosh we adore her  
As sophs we explore her  
And carve our names upon her ancient walls.  
As juniors patrol her  
As seniors extol her  
And weep to leave fore'er her sacred halls.*





## HONOR SYSTEM

The honesty, trustworthiness, and personal integrity of each student are integral to the life and purposes of the Wake Forest community. This statement is embodied in one of our oldest traditions, and that is the honor system (or honor code, as some call it). When you signed your application for admission to Wake Forest, you agreed to live by the honor system at Wake Forest. In specific terms that means that you and every other student have agreed not to deceive (lie to) any member of the community, not to steal from one another, not to cheat on academic work, not to plagiarize academic work, and not to engage in any other forms of academic misconduct. It means that we can trust each other, and that we willingly accept responsibility for our own conduct and activities. This is a tradition that goes back to the founding of Wake Forest, and with your participation, it continues to be a cornerstone of our community and our interactions with one another.

## STATEMENT OF PRINCIPLE

Wake Forest is a community of men and women that seeks the enlightenment and freedom which come through diligent study and learning. Its higher goal, however, is to give life to the University motto, "Pro Humanitate," as the passion for knowledge is translated into compassionate service.

A tradition is shared that embraces freedom and integrity and that acknowledges the worth of the individual. This heritage, established by the founders and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse.

Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, the richness of human intellect and culture is affirmed and its contribution to knowledge, faith, reason, and dialogue. Furthermore, Wake Forest strives toward a society in which good will, respect, and equality prevail. To that end, hatred and bigotry in any form are rejected, and justice, honor, and mutual trust are promoted.

## A CHRONOLOGICAL HISTORY OF WAKE FOREST

Since 1834, Wake Forest College has developed its distinctive pattern of characteristics: tenacity, independence, a fierce defense of free inquiry and expression, and a concern that knowledge be used responsibly and compassionately. That these characteristics have served the school well is displayed by its growth from a small sectarian school to one of the nation's significant private universities. A brief history of Wake Forest is useful in understanding the University as it is today and appreciating the process through which it developed.

- 1834 *Founded by the Baptist State Convention of North Carolina, the school opens on February 3rd as the Wake Forest Manual Labor Institute in the town of Wake Forest, N.C.*
- 1838 *Named Wake Forest College*
- 1894 *School of Law established*
- 1902 *School of Medicine founded*
- 1921 *First summer session*
- 1941 *Relocation of the School of Medicine to Winston-Salem and eventual change of name to Bowman Gray School of Medicine and association with the North Carolina Baptist Hospital*
- 1942 *Women admitted as undergraduate students*
- 1956 *Move to Winston-Salem in response to an endowment from the Z. Smith Reynolds Foundation*
- 1961 *Graduate studies instituted*
- 1967 *Becomes Wake Forest University*
- 1969 *Babcock Graduate School of Management established*
- 1979 *James R. Scales Fine Arts Center opens*
- 1984 *Sesquicentennial anniversary*
- 1986 *Wake Forest appoints a self-governing Board of Trustees*
- 1989 *Olin Physical Laboratory opens*
- 1990 *Clifton L. Benson University Center opens*
- 1992 *Edwin Graves Wilson Wing of Z. Smith Reynolds Library dedicated*
- 1993 *Worrell Professional Center for Law and Management opens*
- 1995 *Change of name to Wayne Calloway School of Business and Accountancy*
- 1997 *Medical School name changes to Wake Forest University School of Medicine*
- 1999 *Divinity School and William B. Greene Jr. Hall open*
- 2001 *Kenneth D. Miller Athletic Center opens*
- 2003 *F.M. Kirby Hall opens (Dedicated April 1, 2004)*
- 2004 *The Calloway Center for Business, Mathematics, and Computer Science is comprised of F.M. Kirby Hall and West Hall (formerly Calloway Hall)*



# the demon deacon

The history of the Demon Deacon blends tradition, sports, and religion. It goes back to the Roaring Twenties when a school reporter gave the football team the nickname "Demon Deacons" after a "devilish" win over the Trinity Blue Devils—now known as the Duke Blue Devils. At the time, Wake Forest was the only college in the state without a mascot. In 1941, Jack R. Baldwin ('43) took on a fraternity brother's dare and dressed up as he thought an old-time Baptist deacon would: top hat, tuxedo, and carrying a black umbrella. The football crowd loved it, and a tradition was born. In 1980, the Demon Deacon evolved into a complete costume with the large Deacon head.

how did the  
Demon Deacon get to  
be Wake Forest's mascot?



### BRIAN PICCOLO CANCER FUND DRIVE

Established by students in 1980 in memory of a great Wake Forest athlete/alumnus and Chicago Bear football star who died of cancer. Each year, through a variety of creative events, students mobilize the campus community in raising awareness of and monies for cancer research and treatment at the WFU Comprehensive Cancer Center.

### CHRISTMAS LOVEFEAST AND CANDLELIGHT SERVICE

First presented in December 1965 in Davis Chapel at the suggestion of a Moravian student. After two to three years, the crowds became too large and the event was moved to Wait Chapel. Sponsored by the Chaplain's Office, it is now a standing-room-only tradition.

### FACULTY ADVISERS' DINNER

During orientation, each new student and his/her advising group are invited to an informal dinner hosted by faculty and student advisers. This is a memorable time for many students and establishes the relationship between advisers and advisees which extends over the next two years (and beyond).

### LATE-NIGHT BREAKFAST

Faculty and administrators serve breakfast to students and provide entertainment during fall and spring exam weeks. Hundreds of students attend!

### THE OLD CAMPUS

As a student, you shouldn't miss a chance to see the Old Campus. Wake Forest University began as Wake Forest Manual Labor Institute in 1834. It's just under a hundred miles from Winston-Salem to the quaint old campus in Wake Forest, N.C. During your visit, you will notice stark similarities between the present and past campuses. Some highlights include a smaller version of Wait Chapel, a well built by the Senior Class of 1911, and the original Shorty's. Now the campus hosts the Southeastern Baptist Theological Seminary.

## directions to Old Campus

- At the University Parkway entrance, turn right onto University Parkway (which will turn into Cherry St.)
- Turn onto Business 40 East
- In approximately 60 miles, take I-85 North
- From I-85 North, take Hwy 70 towards Wake Forest
- From Hwy 70, take Hwy 98 East (which turns into Hwy 1)
- Drive 21 miles on Hwy 98 East to the old Wake Forest Campus (on the left)

### ROLLING THE QUAD

Although not unique (but controversial) to Wake Forest University, it started on the new campus in the early 1960s to celebrate athletic victories.

### SENIOR ORATIONS AT COMMENCEMENT

Dates back to the Old Campus in the town of Wake Forest, N.C. There were two literary societies, and they competed for the Ward Medal. Senior orations continue at Commencement each year.



### VOLUNTEERISM

#### *Project Pumpkin*

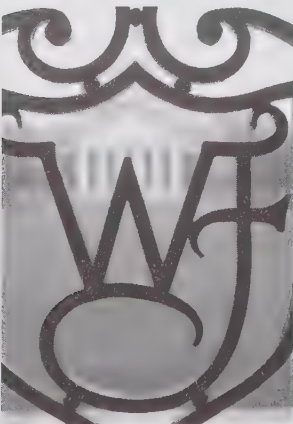
This is a service project started by Wake Forest students in 1989. Through our partnership with community agencies, children from the Winston-Salem community (numbering as many as 1,200) are brought to campus and escorted by student/faculty volunteers through residence halls for trick-or-treating, carnival games, and Halloween fun. It provides a valuable service and unifies the entire student community for a worthwhile event.

### LIGHTING OF THE QUAD

Celebrating its third year, Lighting of the Quad is a student-organized interfaith holiday that includes decorating the Quad with lights, greenery, and a 20-foot tree. Additionally, there is a short interfaith service with musical performances and refreshments. Associated events include an afternoon service plunge and the selling of Lovelights to benefit local nonprofit agencies. The event is free and open to everyone.

### WAIT CHAPEL'S CARILLON

A tour of Wait Chapel is something that every student at Wake Forest should do. Not only is the chapel a symbol for Wake Forest, but it also has a great deal of interesting history behind and within it. If you're lucky, you may be able to see and hear The Janet Jeffrey Carlile Harris Carillon on your tour. The Carillon, made up of 48 bells and weighing almost 12 tons, was donated in 1978 by Charles U. Harris, who graduated from Wake Forest in 1935. It is one of fewer than 25 carillons in North America. An additional bonus of the tour is the spectacular view from the Carillon tower. Although the ground level of Wait Chapel doesn't offer the same view, it still has an interesting history. You might learn about some special gifts given to Wake Forest, the contents of the cornerstone, and mistakes in the organ grille. Don't graduate without a tour of Wait Chapel.





## *administrative offices*

During your stay at Wake Forest, it is very likely that you will do more than just study. During your "free" time, you will run errands and get involved in the various co-curricular activities. This brief section will help you find your way around some of the administrative offices on campus as well as some of the offices in the Division of Student Life. Most are in Reynolda Hall and the Benson University Center.

### OFFICE OF THE PRESIDENT

*211 Reynolda Hall, 5213*

President Thomas K. Hearn Jr. is Wake Forest's twelfth president, beginning his tenure in 1983. As president, Dr. Hearn is responsible for the overall direction and management of the University, and he represents the University to the Board of Trustees.

### OFFICE OF THE PROVOST

*204 Reynolda Hall, 4900*

Provost William C. Gordon serves as the chief academic officer of all the academic departments of the University, with the exception of the School of Medicine. The deans of the College, management school, law school, divinity school, and Graduate School of Arts and Sciences report to him.



### OFFICE OF THE DEAN OF THE COLLEGE

*104 Reynolda Hall, 5311*

Dean Deborah L. Best and five associate deans are responsible for the quality and integrity of the academic program of the College. This office conveys the policies and decisions of the College faculty to students and assists students in approaching the faculty with particular academic requests. The dean's office works with individual professors in guiding students through the curriculum. Acting for the Committee on Academic Affairs, it receives petitions from students for withdrawal, readmission, and course changes, along with questions about many other academic matters. On behalf of the Judicial Council, it receives appeals to that body. The office also administers such standardized tests as the LSAT and MCAT.

### OFFICE OF THE DEAN OF FRESHMEN

*104 Reynolda Hall, 5311*

Dean Paul N. Orser works with the orientation committee to plan and facilitate first-year orientation. The dean helps provide a smooth transition to life at Wake Forest for first-year students; pertinent concerns should be directed to the dean of freshmen.

OFFICE OF THE DEAN, WAYNE  
CALLOWAY SCHOOL OF BUSINESS  
AND ACCOUNTANCY

204 Kirby Hall, 5027

Dean Jack Wilkerson and his staff carry out the policies and procedures necessary to admit majors in business, finance, information systems, or mathematical business and applicants for the five-year BS/MS program in accountancy or finance. The office coordinates academic advising and record-keeping; establishes course schedules and faculty assignments; manages facilities and equipment; and interacts with Wake Forest College and other offices of the University, such as the registrar, career services, admissions, and financial aid.

OFFICE OF THE REGISTRAR

110 Reynolda Hall, 5206

Registrar Dorothy A. Sugden oversees registration and, in collaboration with the dean of the College, compiles the course curriculum for each semester. Registration for new students is at the beginning of each semester. Registration for continuing students is in October and April for the following spring and fall semesters. Registration is online. Students may drop/add classes by approved policy, see page 27. All academic records, transcripts, class schedules, and grade reports are kept on file in the registrar's office. Additionally, the registrar provides enrollment certifications for graduation, NCLTG, and continuing athletic eligibility and enrollment.

FINANCIAL AND ACCOUNTING  
SERVICES

107 Reynolda Hall, 5234

Controller Maureen L. Carpenter and her staff are responsible for maintaining the financial integrity of the University's resources, for providing timely and accurate reporting of financial activity, and for the billing and collection of student charges and loans.

OFFICE OF FINANCIAL AID

*Need-based aid:* 4 Reynolda Hall, 5154

*Merit-based aid:* Starling Hall, 4209

*Post-baccalaureate:* 2B Reynolda Hall, 5180

William T. Wells, director of financial aid, and the Office of Student Financial Aid staff work with students applying for or seeking advice concerning need-based grants, scholarships, loans, and work-study from federal, state, and Wake Forest sources.

Paul Gauthier, associate director of admissions for merit-based scholarships, works with prospective students applying for merit-based scholarships.

Thomas O. Phillips, director of Wake Forest scholars, works with enrolled undergraduate students applying for post-baccalaureate scholarships and fellowships.

DEPARTMENT OF ATHLETICS,  
RON WELLMAN, DIRECTOR

101 Manchester Athletic Center, 5616

Eighteen varsity sports, nine each for men and women, represent the University on the NCAA Division I level while competing in the nationally recognized Atlantic Coast Conference. These sports consist of baseball, basketball, cross-country, football, golf, soccer, tennis, and indoor and outdoor track for men; and basketball, cross-country, field hockey, golf, soccer, tennis, indoor and outdoor track, and volleyball for women.

## *student life*

Activities and involvement outside the classroom are a significant part of each student's education in the liberal arts tradition. The Division of Student Life seeks to create a living and learning environment that enhances both academic achievement and personal growth and development. Specifically, student life offices provide services to promote intellectual, cultural, social, vocational, physical, psychological and spiritual growth, and preparation for life outside of the University.

For a complete list of student organizations, please see pages 97-103

### VICE PRESIDENT FOR STUDENT LIFE AND INSTRUCTIONAL RESOURCES, KENNETH A. ZICK

206 Reynolda Hall, 5943 [vpslir@wfu.edu](mailto:vpslir@wfu.edu)

The vice president is responsible for student life concerns within the University's senior administration. He is responsible for the overall direction and focus of the Division of Student Life.

### ASSOCIATE VICE PRESIDENT AND DEAN OF STUDENT SERVICES, HAROLD HOLMES

311 Benson Center, 5226 [deanstud@wfu.edu](mailto:deanstud@wfu.edu)

The dean of student services supervises the areas/offices that comprise the Division of Student Life: Student Development, Residence Life and Housing, Campus Ministry, Benson Center, Student Union, Multicultural Affairs, Student Health Service, Health Education Program, University Counseling Center, Learning Assistance Center, Career Services, and judicial affairs. Regular interaction with students and student organizations, and committee responsibilities around student life issues, are central to this position.

### ASSOCIATE VICE PRESIDENT FOR STUDENT LIFE, MARY GERARDY

311 Benson Center, 5229 [gerardym@wfu.edu](mailto:gerardym@wfu.edu)

The associate vice president serves as a liaison, consultant, and coordinator of a wide variety of program and planning initiatives

in the area of student life. Such programs encompass planning efforts in various units, student leadership development, support services for campus women's organizations, independent student life, alcohol team planning, student activities fee allocation, coordination of gay and lesbian student concerns, and other special projects assigned by the vice president.

### CAMPUS MINISTRY

Kitchin Hall, 5248 [ministry@wfu.edu](mailto:ministry@wfu.edu)

For a list of campus religious organizations, please see page 99.

### CHAPLAIN

109 Wingate Hall, 5210

Fourteen student religious groups representing Protestant, Catholic, Jewish, Baha'i, and Non-Denominational make Wake Forest rich and more diverse to the extent that our learning reflects the universal quest for faith. Twenty-one campus ministers, chaplains, and advisors invite students, faculty, and staff to discover and grow in understanding and faithfulness. Many of the campus ministry staff have offices in the basement of Kitchin residence hall, and all groups have access to meeting space on campus. All religious activities are voluntary and include the Pre-school Orientation Conference, the Christmas



Lovefeast and Candlelight service, study groups, fellowship gatherings, retreats and service opportunities.

Both Wait Chapel and Davis Chapel provide places of meeting and places of quiet and are visible reminders of the relationship between the religious life and the academic search for truth. University worship is ecumenical in nature and occurs every Thursday at 11 a.m. Several worship services are held in Davis Chapel each week, some of which are led by Lutheran, Episcopal, and Catholic ministers.

**CAREER SERVICES, BILL CURRIN,  
DIRECTOR**

*8 Reynolda Hall, 5902 careers@wfu.edu*  
Through a variety of programs, career services strives to help every student make a satisfying career choice. Career counseling is offered, and a career resource center provides access to career exploration, internship, and job search materials. Workshops are held throughout the year on job search skills, and career spotlight programs bring in professionals from a variety of fields. The Alumni Career Assistance Program (ACAP) puts students in touch with alumni in their fields of interest. Directories of graduate and professional schools, as well as application materials for GRE, GMAT, and LSAT, are available. Seniors may participate in on-campus recruitment.

**HEALTH EDUCATION PROGRAM,  
NATASCHA ROMEO,  
HEALTH EDUCATOR**

*332 Benson Center, 5937 healthed@wfu.edu*  
Seminars and consultations on topics such as nutrition, eating disorders, substance abuse, contraception, and sexually-transmitted diseases are available for groups and individuals. The health educator also works closely with student groups, such as Peer Health Educators and Safe Rides/EZ Rides, which offer educational programs to house

councils, Greeks, and other student organizations. The health educator maintains a resource room in the Student Health Service which houses information on a wide range of health-related topics. To obtain information on health issues or programs or to set up a private appointment, telephone or stop by the office.

**ASSOCIATE DEAN/JUDICIAL  
OFFICER, RICARDO HALL**

*311 Benson Center, 5226 judadv@wfu.edu*  
The associate dean coordinates the work of the Honor and Ethics Council and the Board of Investigators and Advisors and advises those involved in the judicial system at Wake Forest. The responsibilities include mediation of disputes not warranting formal judicial investigation; convening, hearing, and setting sanctions in administrative hearings; assuring completion of judicial sanctions; and maintaining judicial records. The associate dean is responsible for the day-to-day management of the undergraduate judicial system.

**MULTICULTURAL AFFAIRS,  
BARBEE OAKES, DIRECTOR**

*346 Benson Center, 5864 multicul@wfu.edu*  
The vision of multicultural affairs is to foster a climate within the campus community which recognizes the value that multicultural diversity brings to the total educational experience. The office strives to create an environment where human differences are celebrated. Multicultural Affairs seeks to weave its operational goals into the fabric of the campus community, via collaborative programming and integrative planning with other divisions of the University.

The Office of Multicultural Affairs develops and implements programming which fosters the academic and personal development of the University's ethnic minority student population. The office's most comprehensive initiative is the Multicultural

Enrichment Program (MEP), which pairs freshmen with upperclassmen mentors. The office also coordinates broad-based activities for the University's ethnic alumni, faculty, and staff. Additionally, the office serves as an information clearinghouse for the campus community regarding issues impacting ethnic minority students. For more information, visit [www.wfu.edu/campuslife/multicultural](http://www.wfu.edu/campuslife/multicultural).

RESIDENCE LIFE AND HOUSING,  
CONNIE CARSON, DIRECTOR

101 Benson Center, 5185  
[housing@wfu.edu](mailto:housing@wfu.edu)

The residence life and housing staff offers educational, social, and support services and programs for students living on campus and creates a residence hall environment which allows each student to develop individually and as a member of the community. The office also manages the fifteen residence halls (which house about 3,014 students), nine theme housing areas, a set of townhouses, and two student apartment buildings containing fifty-six apartments for undergraduate students. For further information about policies, programs, and services, refer to the residence life and housing *Guide to Community Living*.

The office selects and trains resident advisers; provides educational programs; builds community involvement; promotes a safe and positive living environment; advises the Resident Student Association, National Residence Hall Honorary, Panhellenic Council, Interfraternity Council, Minority Greek Council, and the hall governments; enforces University rules and regulations; provides guidance and referral services; manages the day-to-day operation of the residence halls; provides information about facilities and services; makes housing assignments; acts as liaison between tenants, the facilities management department, the University Police, and the Office of Financial

and Accounting Services; participates in long-range planning for the use and maintenance of housing facilities; and coordinates summer school and summer conference housing. The University's ID card and Greek Life programs are also located within the department.

STUDENT DEVELOPMENT,  
MICHAEL FORD, DIRECTOR

317 Benson Center, 5921 [studev@wfu.edu](mailto:studev@wfu.edu)  
The Office of Student Development offers various programs and services designed to promote the personal development of each student. The office registers and advises new and established student organizations; coordinates the student leadership training programs; coordinates the student life programs for new student orientation; advises the Brian Piccolo Cancer Drive, administers the University policy on solicitation of sales and service on campus; and coordinates the publication of the *Student Handbook*.

BENSON UNIVERSITY CENTER,  
JAMES BUCKLEY, DIRECTOR

335 Benson Center, 4869  
The Benson University Center was dedicated on September 29, 1990, and named after Clifton L. Benson Sr., a Wake Forest benefactor. Housed within the building are a number of student organizations and administrative offices, conference and meeting rooms, a meditation room, food court, Pizza Hut, film theater, copy center, ticket office, and an art gallery. Study lounges, outdoor patios, and balconies are located throughout the building. Shorty's, a popular student hangout located within the food court, features Starbuck coffees, desserts, and other refreshments. Fax and copying services are available for a fee through the copy center (located in the Food Court). Discount movie tickets to local theaters and entertainment venues (such as Carowinds and

Emerald Point), WFU Secrest Artist Series and Student Union movie passes, banner paper, and poster paper are also available at the ticket office.

Portions of many other Universitywide events—such as Orientation, Family Weekend, Homecoming, and Campus Day—also occur in Benson University Center.

STUDENT UNION,  
KATHY ARNETT, ADVISER  
344 Benson Center, 5697

The Student Union plans and promotes a diverse calendar of social, recreational, and educational programs for the Wake Forest campus community. The five executive officers and eleven program council chairs work collectively to provide quality weekly entertainment for Wake Forest students, faculty, and staff. The Student Union plans major concerts, lectures, films, trips, short courses, a weekly coffeehouse series in Shorty's, Homecoming activities, Family Weekend, Springfest, special events including "aWake All Night," and maintains a Web site. The Student Union also manages the Student Union Collection of Contemporary Art that is displayed throughout the Benson University Center. Membership on Student Union committees is open to all Wake Forest students. For more information about Student Union, visit the Web site at [su.wfu.edu](http://su.wfu.edu).

UNIVERSITY COUNSELING  
CENTER, MARIANNE SCHUBERT,  
DIRECTOR

118 Reynolda Hall, 5273

The University Counseling Center offers short-term individual and group counseling to students to help with a wide variety of issues including adjustment to college life, relationship or family issues, sexuality, depression, eating disorders, etc. Assistance is also provided for managing stress, learning coping skills or relaxation, and choosing a major and/or career. Consultation and referral are available. All services are

confidential and available at no charge to students. Office hours are Monday through Friday, 8:30 a.m. to 5 p.m. When school is in session (excluding summer), center staff are available for mental health emergencies after hours in cooperation with Student Health Service at 758-5218.

#### LEARNING ASSISTANCE CENTER

117 Reynolda Hall, 5929 [lacenter@wfu.edu](mailto:lacenter@wfu.edu)

The Learning Assistance Center provides study skills training and academic counseling. Students can learn to read critically, take notes effectively, manage their time, improve their motivation, increase their reading speed, and prepare for tests. Assistance is provided through counseling and individual and group tutoring. Students with a wide range of learning and other documented disabilities may also receive academic support, training, and advocacy through the Center.

UNIVERSITY POLICE,  
REGINA G. LAWSON, CHIEF

*Administrative Offices (8 a.m.-5 p.m. M-F), First Floor, H.S. Moore Building; Communications Center (open 24 hours), Davis Hall Satellite Office, Room 016*

The Wake Forest University police department is comprised of professional men and women whose purpose is to provide a safe environment in which students and employees may live, learn, and work. The professionally trained department consists of police officers, traffic control officers, security guards, communications officers, and support staff. The primary concern of the department is to protect and assist the campus community. It operates 24 hours a day, 365 days a year, watching for circumstances that threaten the campus and taking appropriate action. The University police also offer an extensive series of educational and personal safety programs to the University and local communities.



All police officers at Wake Forest University have completed the Basic Law Enforcement Training required by the State of North Carolina, which certifies them as sworn police officers. They possess full investigative and arrest authority on any property owned by the University and any contiguous streets or highways. In addition to traditional patrol, the University police also use foot patrol officers and bicycle patrol officers. Foot and bicycle patrol allow for greater interaction with the campus community and are a critical element in the Community-Oriented Policing Program. University police cars and bicycles are emergency vehicles and have the right-of-way when responding to emergency calls. Bicycle patrol has the right-of-way on and off the roadway. Crossing or moving barricades and entering restricted areas is strictly prohibited.

The protection of life and property on campus requires the understanding and active participation of all members of the University community. Everyone is responsible for reporting incidents or suspected criminal activity by calling 911 immediately. Questions concerning personal crime prevention techniques and educational

opportunities, or any other University police services should be directed to the appropriate number in the directory.

A complete annual report of campus crime statistics is available online at [www.wfu.edu/police](http://www.wfu.edu/police).

VOLUNTEER SERVICES,  
CHARIDY HIGHT, COORDINATOR

321 Benson Center, 4549 [volserv@wfu.edu](mailto:volserv@wfu.edu)  
Volunteer Services seeks to provide curricular and co-curricular opportunities that cultivate responsibility and civic-mindedness of students, faculty, and other University constituents. Programming efforts include: international service trips, campuswide service projects, assistance with service-learning courses, a resource library on long-term volunteer opportunities, clearinghouse for local volunteer programs, and advising service organizations such as the Volunteer Service Corps, Homerun, and Habitat for Humanity. This office coordinates programs that encourage reflection upon service in an effort to promote a lifelong commitment to public service. Students, faculty, administrators, and organizations are encouraged to consult Volunteer Services for service projects and programs.

*phone numbers*

emergency calls only

From campus extensions	911
From off-campus phones	758-5911

non-emergency/information

Non-Emergency or	
Information from campus extensions	311
Information from off-campus phones	758-5591
Crime Stoppers	4477
Shuttle Service	7433 (RIDE)
Bike Registration	5591
Office of Parking Management	6123
CARE	4963
Special Projects	3567

# student health service

*Dr. Cecil Price, Director*

*George C. Mackie Health Center, Reynolds Gymnasium*

*extension 5218, wfushs@wfu.edu*

The Student Health Service promotes a healthy lifestyle through health education and health maintenance. A physician-directed medical staff offers urgent care, illness care, physical examinations, counseling, limited psychiatric care, nutritionist, allergy injections, immunizations, gynecological services, pharmacy, laboratory, sports medicine clinic, referral to specialists, confidential HIV testing, and travel information.

A full staff is available by appointment during clinic hours (fall and spring semesters): 8:30 a.m.–noon; 1:30 p.m.–4 p.m., Monday–Friday and Monday–Thursday during the summer. A limited staff is available for urgent care and observation 24 hours a day, 7 days a week, when school is in session during the academic year. The services of the staff are covered by tuition. There is a charge for medications, laboratory tests, observation care, and some supplies and services.

Documentation of immunizations required by the University and the state of North Carolina (as described on these pages), must be received by July 1 for fall semester or December 1 for spring semester. This documentation should be on or attached to the completed “Health Information Summary” form.

## CONFIDENTIALITY

Medical information and records are strictly confidential. Information or records are not released to University officials, friends, family members, or therapists and physicians not involved in the student’s immediate care without the student’s permission.

## HEALTH INFORMATION

“Online” health information is available through the “Campus Life” section of the Wake Forest University home page.

## CLASS EXCUSES

The health service does not issue statements or excuses for class attendance.

## HEALTH INSURANCE

University policy requires that all students have health insurance. Information about

the student group insurance plan is mailed to all students during the summer. Information is available online, [www.wfu.edu/shs](http://www.wfu.edu/shs) or [www.Studentresources.net](http://www.Studentresources.net). Students are strongly encouraged to review their current plan to assure adequate coverage.

## INCLEMENT WEATHER

When the University is closed due to inclement weather, the Student Health Service will have limited staff and will be able to provide care only for injuries and urgent illnesses. Appointments will be rescheduled.

## RETENTION OF MEDICAL RECORDS

Student medical records are retained for ten years after the last treatment, after which time they are destroyed. Immunization records are kept longer.

## HEALTH INFORMATION SUMMARY

All students are required to have on file in the Health Service the “WFU Student Health Service Health Information Summary” form. This form was mailed in the May packet that goes to all new students. You may also download it at <http://wfu.edu/shs>.

## IMMUNIZATION POLICY

Wake Forest University and North Carolina state law require that all new, transfer, readmit, unclassified or visiting students, except those with a valid exemption, submit certification of certain immunizations PRIOR TO REGISTRATION. Documentation should be on or attached to the completed “WFU Student Health Service Health Information Summary” form provided by the Student Health Service in order to assure correct identification of the student. Acceptable documentation is a statement signed by the appropriate official(s) having custody of the records of immunization, such as a physician, county health department director or a certificate from a student’s high school containing the approved dates of immunizations.

The American College Health Association recommendations and North Carolina state law require certification in accordance with the following:

*Required:*

1. Tetanus and Diphtheria (Td) Students must document a Td immunization series and a booster within ten years of enrollment.
2. Rubella (Measles) Students must document two doses of live virus measles vaccine given at least thirty days apart, on or after their first birthday (after 3/21/63\*) unless (a) they have a physician’s certificate which states that they have had measles prior to 1/1/94, (b) they were born prior to 1/1/57, or (c) they have documentation of a titer indicating they are immune.

3. Rubella (German Measles) Students must document that they have had one dose of live virus vaccine on or after their first birthday (after 6/9/69\*) unless (a) they have documentation of a titer indicating they are immune, or (b) they will be fifty years old before they enroll. History of the disease is not acceptable.
4. Mumps Students must document that they have had one dose of live virus mumps vaccine on or after their first birthday (after 12/28/67\*) unless (a) they were born before 1/1/57, or (b) they have documentation of a titer indicating they are immune. History of the disease is not acceptable.
5. Polio Students must document that they have had a trivalent polio vaccine series and a booster on or after their fourth birthday unless they will be eighteen years old or older when they enroll.
6. Tuberculin Skin Test The test is required within twelve months if (a) the student has been exposed to tuberculosis or (b) the student’s home country is other than the United States, Australia, New Zealand, Canada, Western Europe, or Japan. If the student is known to be tuberculin-positive or if this test is positive, attach a record of treatment.

*\* Indicates date the vaccine was licensed by the FDA. Combination vaccines have different licensed dates.*

*Recommended:*

1. Hepatitis B A three-dose series of the vaccine is recommended by the Centers for Disease Control.
2. Varicella The two-dose series is recommended. Discuss with your health provider.
3. Meningococcal Recommended for first-year undergraduates living in residence halls.



Immunizations required under North Carolina law must be documented within thirty days following registration. After that time, students with incomplete documentation of immunizations will not be permitted to attend classes. Please note that some series require several months for completion.

#### MENINGOCOCCAL DISEASE AND VACCINE

Recently there has been an increased interest concerning meningococcal disease on college campuses. *Neisseria meningitidis* is the bacterium responsible for these illnesses. This particular bacterium can live unnoticed in individuals ("carrier state") with no symptoms. Occasionally, the bacteria will invade the bloodstream or other body tissues and cause meningococcemia, meningitis, pneumonia, or pharyngitis (sore throat). Individuals who have had close, intimate contact with a "carrier" or with an individual who has one of these illnesses may become infected with the bacteria also. Even if treated promptly, meningococcal disease may progress rapidly and cause serious medical problems including death. A Wake Forest University student contracted meningococcal disease (meningitis) during the fall semester of 1999 and recovered. There have been no subsequent cases at Wake Forest.

Overall, college students do not seem to be at higher risk for meningococcal disease, and in fact have lower rates of disease than the general populations of 18 to 24-year-olds. However, freshmen, particularly those who live in residence halls, constitute a group at modestly increased risk of meningococcal disease relative to other persons their age. Immunization with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease in individuals who chose to be vaccinated.

Immunization will not totally eliminate risk because the vaccine does not protect against all the strains of this bacteria (e.g. serogroup B), and although it is highly effective against the other common serogroups (C, Y, W-135, and A) efficacy is not 100% for these. Protection lasts for three to five years.

On October 20, 1999, the Advisory Committee on Immunization Practices of the CDC (ACIP), citing results of two CDC studies, recommended that those who provide medical care to this group give information to students and their parents about meningococcal disease and the benefits of vaccination. According to the CDC as well as the American College Health Association, vaccination should be provided or made easily available to those freshmen who wish to reduce their risk of disease. Other undergraduate students wishing to reduce their risk of meningococcal disease can also choose to be vaccinated.

NC Session Law 2003-194, HB 825 requires that any private or public institution that offers postsecondary degrees "provide meningococcal disease information to students if the institution has a residential campus."

A Wake Forest student who decides to get the vaccine should get it from their family physician or local health department. The WFU Student Health Service has the vaccine available, and it is available at the Forsyth County Health Department.

For more information on meningococcal disease, go to the CDC at [http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal\\_g.htm](http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm)

#### HUMAN IMMUNODEFICIENCY VIRUS (HIV) INFECTION POLICY

Human immunodeficiency virus is the infectious agent which causes acquired immunodeficiency syndrome (AIDS).

HIV primarily affects immune system white blood cells, and the degree of the resulting compromise of the immune system determines an infected person's clinical status. Anyone infected with HIV is infectious to anyone with whom he or she has unprotected sexual intercourse or shares blood. A protective vaccine has not been developed. Clinical treatments which may delay AIDS manifestations are now available; therefore, testing of persons involved in risky behaviors is encouraged. HIV infection is a continuum ranging from no obvious disease, to recurring infections with remissions, to deterioration, to death.

Transmission of HIV has only been documented through unprotected sexual intercourse, blood and blood product exchange (primarily by sharing contaminated needles when using intravenous drugs), and from HIV-infected pregnant women to their infants. HIV infection is not spread by casual contact; therefore, persons infected with HIV do not pose any risk of HIV infection in routine social, occupational, educational, or recreational settings.

In view of the scientific evidence about how HIV can and cannot be transmitted by asymptomatic and symptomatic persons, the following policies apply to members of the Wake Forest University (Reynolda Campus) community:

1. Members of the Wake Forest University community will receive updated information on HIV infections, their outcome, transmission, and prevention. Dissemination of the information will be supervised by the Health Advisory Board.
2. Mass screening of community members for HIV infection is not indicated at the present time and will not be done.
3. Persons with any form of HIV infection should inform their health care practitioners of their infectious condition prior to assessment and/or treatment.
4. The need for accommodations and restrictions of HIV-infected persons will be determined on a case-by-case basis. Recommendations concerning each case will be made by the Health Advisory Board to the vice president for student life and instructional resources.
5. Clinical records of persons with HIV infection will be kept confidential in accordance with the University's record-retention policy, except as permitted or required by law or as authorized in writing by the patient. Public health officials will be informed of the existence of such cases as required by law.
6. HIV-infected individuals must conduct themselves responsibly for the protection of themselves and other members of the University community. Persons who refuse to comply with infection control measures as defined by North Carolina state law and as recommended by the medical staff of the Student Health Service will be referred to the vice president for student life and instructional resources.
7. Questions concerning the University's policy, educational information, or the treatment of cases will be referred to the Health Advisory Board. Members of the board include the directors of Student Health Service (chair), University Counseling Center, Campus Ministry, Office of Residence Life and Housing, a faculty member of the Division of Infectious Diseases at Wake Forest School of Medicine, a staff member of the Legal Department, a faculty member from the Reynolda Campus, the health educator, and a student member.

# *academic policies & information*

## SUMMARY OF COMPUTING RIGHTS AND RESPONSIBILITIES

The policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. This includes, but is not limited to, word processing equipment, microcomputers, minicomputers, mainframes, computer networks, computer peripherals, and software, whether used for administration, research, teaching, or other purposes. The policy extends to any use of University facilities to access computers elsewhere.

### *Basic Principles*

The University's computing resources are for instructional and research use by the students, faculty, and staff of Wake Forest University. Ethical standards that apply to other University activities (Honor and Ethics System, the Social Rules and Responsibilities, and all local, state, and federal laws), apply equally to use of campus computing facilities.

As in all aspects of University life, users of computing facilities should act honorably and in a manner consistent with ordinary ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong in the context of computing systems as they are in all other domains.

Use of campus facilities is restricted to authorized users. An "authorized user" is an individual who has been assigned a login ID and password by Information Systems staff (on any relevant system), or by an authorized agent. Individual users are responsible for

the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities that they believe to be in violation of this policy, just as students are responsible for reporting Honor and Ethics System violations.

Individuals should use these facilities:

- in a manner consistent with the terms under which they were granted access to them;
- in a way that respects the rights and privacy of other users;
- so as not to interfere with or violate the normal, appropriate use of these facilities;
- and in a responsible and efficient manner.

Abusive activities which are already covered under other University policies are to be handled in the same way, and by the same authorities, as if a computer had not been involved, following established guidelines.

### *Systems Monitoring*

This statement serves as notice to all users of campus computing systems that regular monitoring of system activities may occur. Only designated staff of Information Systems have authorization to engage in systems monitoring.

### *Privacy*

All individuals, including members of the Information Systems staff, should respect the privacy of other authorized users. Thus they



should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work. Nonetheless, in order to enforce the policies set out here, designated Information Systems staff are permitted to monitor activity on local computing systems.

In the event that staff should investigate a user, a record of the investigation shall be placed in a permanent file to be kept in Information Systems, beyond the standard log of all systems monitoring. This record shall state why the user was investigated, what files were examined, and the results of the investigation. Information Systems staff shall not reveal the contents of users' files, users' activities, or the record of investigations except in the following cases (and then only with the approval of the chief information officer or the provost):

1. Evidence of Honor and Ethics System or Social Rules and Regulations violations will be referred to the dean of the appropriate college, or to the dean of student services.
2. Evidence of improper activities by University employees will be referred to the director of human resources or the appropriate University officers.
3. Evidence of violations of law will be referred to the appropriate law enforcement officials.

Examples of prohibited activities are provided online at [www.wfu.edu/technology](http://www.wfu.edu/technology).

### *Disciplinary actions*

Substantial evidence of a violation of the principles described in this policy statement may result in disciplinary action. As stated above, in cases where a policy already exists, and the only difference is that a computer was used to perform the activity,

such action will be taken through appropriate University channels such as administrative procedures, the Honor and Ethics Council, the Graduate Council, or other supervisory authority to which the individual is subject. Violation of state or federal statutes may result in civil or criminal proceedings. Otherwise, those who engage in computer violations are subject to the authority of Information Systems.

Violation of the policies articulated here may result in one or more of the following, plus any additional actions deemed appropriate by Information Systems:

1. Suspension of one's ability to perform interactive logins on relevant machines on campus.
2. Suspension of one's ability to login to a campus network.
3. Suspension of one's ability to send e-mail.
4. Suspension of one's ability to receive e-mail.
5. Increased monitoring of further computer activity (beyond normal systems monitoring).

Any disciplinary action taken by Information Systems may be revoked and/ or modified by the provost of the University or anyone the provost designates to deal with such matters.

### *Locating Computing Policy Information and Policy Updates*

The above summary is based on the Policy on Ethical and Responsible Use of Computing Resources and other computing policies. These policies may be updated, shortened, or expanded from time to time. Full policies can be reviewed online at [www.wfu.edu/technology](http://www.wfu.edu/technology).

## SOFTWARE DUPLICATION AND USE POLICY

Wake Forest licenses the use of its computer software from a variety of companies. The University does not own that software or its related documentation and, unless authorized by the software developer, does not have a right to reproduce it. Unauthorized duplication or use of software violates the U.S. Copyright Law and exposes the individuals involved and the University to possible civil and criminal liability. While licensing agreements differ slightly from one software company to another, the license fee generally entitles the licensee to use one copy of the software on one computer. It is usually legal to make a working copy to use with a floppy disk system or to copy onto the hard drive. The original may be kept in a safe place as a backup, and it is usually legal to have a copy of the program included with the system backup. Unless specifically authorized by the license agreement, it is not legal to have copies of the software running simultaneously on multiple machines or to use a single copy on a local area network.

The best policy for students, faculty, and staff to follow is that copying software for use on additional machines is prohibited unless told otherwise by an authorized individual. The University does not require, request, or condone unauthorized copying or use of computer software and such action is considered not to be taken in the course of employment. As a result, the University cannot provide legal defense for individuals accused of making unauthorized copies of software. If the University is issued or fined because of unauthorized copying or use by students, faculty, or staff, it will be required to seek payment from the individuals. They may also be subject to disciplinary action that may include dismissal. University policy requires that all students, faculty, and staff

abide by the law and University contractual obligations.

## COURSE DROP/ADD

Beginning Tuesday, August 26, through Tuesday, September 2, a class may be added or dropped through WIN up to the maximum allowable course load (fifteen hours/twenty credits).

In the second week, both drops and adds can be done through WIN but require a POI number, which you must obtain from the instructor.

During the third week, WIN adds cease. You can still drop a class, but you must contact your adviser and obtain a new PIN and also obtain a POI number from the instructor.

If you are adding a course that will give you over fifteen hours/twenty credits, you must gain the concurrence of the Office of the Dean of the College, and for requests of eighteen or more hours/twenty-three or more credits the permission of the Committee on Academic Affairs. Bring the signed form to the registrar's office and the course(s) will be added.

All full-time students must take at least nine hours/twelve credits per semester. Nine hours/twelve credits per semester constitute minimum full-time registration. Recipients of North Carolina Legislative Tuition Grants must be enrolled by the tenth day of classes for at least twelve hours/fourteen credits each semester. Recipients of veterans' benefits, grants from state government, and other governmental aid must meet the guidelines of the appropriate agencies.

The last day in each semester for dropping a full-semester class without a grade of F is provided in the academic calendar published in the *Undergraduate Bulletin* and in the weekly calendar of this handbook.

After this date, a student who wishes to drop a course must consult his or her academic

adviser, the course instructor, and the dean of the College or the dean of the Wayne Calloway School of Business and Accountancy, as appropriate. If the dean approves the request, he or she authorizes the student to discontinue the course. Except in cases of emergency, the grade in the course will be recorded as F.

If, at any time, a student drops any course without prior written approval of the appropriate dean, the student will be subject to such penalties as the Committee on Academic Affairs of the faculty may impose.

All classes less than 15 weeks may be dropped or added anytime prior to the first day of class. For five days after these classes begin, they may be added with permission of the instructor or dropped with the permission of the instructor and adviser.

#### ACADEMIC ADVISERS

Each undergraduate student has an academic adviser who assists with his/her course selection and registration each semester.

First-year students are assigned a “lower division academic adviser” for two years. The academic adviser and an upperclass student (student adviser) meet with students individually and in small groups and suggest and approve (academic adviser) course selection each semester until students declare a major at the end of the sophomore year. At that time, a new adviser will be assigned from within the department of the major. Students are strongly encouraged to seek out the assistance and advice of their adviser at any time during the year.

#### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. Right to inspect and review the student's education records within 45 days of the





day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement

personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) electronic mail addresses, (5) date and place of birth, (6) major field of study, (7) enrollment status (undergraduate or graduate, full or part-time), (8) grade level, (9) participation in officially recognized activities and sports, (10) weight and height of members of athletic teams, (11) dates of attendance, (12) degrees and awards received, (13) the most recent previous educational agency or institution attended by the student, and (14) other similar information such as a photograph. Directory information may be disclosed by Wake Forest for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Registrar

on or before September 1 of the current academic semester. Forms are available at that office.

If a refusal is not filed, Wake Forest assumes that neither a parent of a student nor eligible student objects to the release of the directory information designated.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

## REGISTRATION

Each semester, periods of time are set aside to allow students to 1) pay all tuition and fees in full to the controller; 2) obtain a summary of prior academic records from the registrar; 3) consult with their academic adviser; and 4) section into courses. Students may pre-register for certain courses and sections.

As a condition of registration, each student is required to provide the University with information concerning the student's place of local residence (to include mailing address), telephone number, e-mail address, and other relevant information, and to notify the University of any changes.

## SUMMER SESSION

In addition to the fall and spring academic semesters, there are two sessions of classes in the summer. The sessions are five and one-half weeks. Dates for summer sessions in 2005 are: Session I, May 25–June 30; Session II, July 6–August 10. Classes meet every day and occasionally on Saturday. Courses are offered in most departments, and, in particular, those courses that meet divisional requirements. There are several overseas courses directed by Wake Forest faculty members. With appropriate approval, students may join other universities' overseas courses. The Center for International Studies helps students with those arrangements. Listings of all offerings are available from the Office of the Dean of the Summer Session in 126 Reynolda Hall; telephone (336) 758-5664; FAX: (336) 758-4548.

To be eligible to take summer courses at another institution, students must obtain a "Summer School Elsewhere" form available in the Office of the Registrar. Appropriate signatures must be obtained before enrolling off campus to be assured that the credit will transfer to Wake Forest. Students must have a cumulative GPA of at least 2.0 to take courses elsewhere. Some departments will not approve work at another institution.



## 2005 summer session dates

	FIRST TERM	SECOND TERM
Undergraduate registration	Wednesday	Wednesday
Graduate registration	May 25	July 6
Classes begin in the afternoon		
Last day for withdrawal with full refund	Friday May 27	Friday July 8
Last day for late registration	Monday	Monday
Last day to add a course	May 30	July 11
Last day for withdrawal with pro rata refund	Wednesday June 1	Wednesday July 13
Last day for dropping a course without penalty	Thursday June 2	Thursday July 14
Classes meet: Saturday	May 28, June 11, 25	July 9, 23, August 6
Final examinations	Wednesday– Thursday June 29–June 30	Tuesday– Wednesday August 9–10





## *social regulations & policies*

Wake Forest University endorses as a basic principle of University life the concept of responsible student freedom, which carries with it the recognition by each student of the rights and obligations of other members of the University community.

The University encourages students to conduct themselves as mature men and women, invites them to participate in the formulation of rules, and to assume major responsibility in judicial decisions. At the same time, all participants in University life must remember that, by the charter of the University, the Board of Trustees is ultimately responsible for the University and for its operation.

Wake Forest also expects its students to abide by local, state, and federal laws, as well as by generally accepted moral standards. Although the University's role is not to duplicate civil law enforcement or judicial action, it may exercise authority for reasons appropriate to its function as an educational institution.

In keeping with its historic concern for students individually and corporately, Wake Forest has a legitimate interest in their welfare in and out of class, on campus and off. The University is concerned with student actions that are inconsistent with obligations to the educational community. When, in the opinion of the University, the conduct of a student at any place is reprehensible or detrimental to the best interests of that student, his or her fellow students, or the University, appropriate disciplinary action will be taken.

The University is concerned with the conduct of students beyond the campus. For

many reasons, including the obvious impossibility of controlling off-campus behavior, it does not assume supervisory responsibility for off-campus activities. Nor does the University seek or support special treatment for its students who may be apprehended for violation of civil law. It does regulate off-campus events of University-approved student organizations and insists that, at these events and elsewhere, reason and responsibility characterize student conduct. More importantly, it encourages a sense of propriety and an ideal of personal dignity to guide students in their associations and in their behavior.

Frequently, students attend or participate in events sponsored by or hosted by student organizations at other colleges. Sometimes student groups co-sponsor events with groups at other colleges. Wake Forest students and groups must adhere to University policies and rules on such occasions. Where officials of another college or university notify Wake Forest of incidents giving rise to a claim of a Wake Forest honor code or social rule violation, the case shall be processed through the Wake Forest system.

Because of the proximity and the nature of the local relationships between Wake Forest, Salem College, and Winston-Salem State University, all three have established mutual arrangements which acknowledge and respect the integrity of each institution's judicial system and student rights and responsibilities. Hence, when Wake Forest officials notify Salem College, N.C., School of the Arts, or Winston-Salem State University of potential violations on the Wake Forest campus or at events sponsored by Wake

Forest groups, the case shall be processed through the student's home college system. The philosophy of Wake Forest concerning student freedom is summarized in the following:

*Wake Forest believes in individual freedom, not as a right but as a responsibility... freedom to be and, more important, to become. Attendance at Wake Forest is a privilege, not a right. The University's traditions and principles, accepted by each student in his or her voluntary registration, evolve from the core of this indivisible concept of freedom and responsibility. Therefore, it is assumed that the student who elects to come to Wake Forest does so with the intent of being in fact and in spirit a cooperating member of this community.*

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement.

The University judicial system is jointly administered by the dean of student services, the associate dean/judicial officer, the Honor and Ethics Council, and the Judicial Council. University judicial information reflected in the *Student Handbook* supercedes any references to judicial affairs and disciplinary matters that may be reflected in other publications.

The Board of Trustees has empowered the president with the authority to suspend students from the University in "cases of clear and present danger to lives and property...and in instances of violence to persons...." Such suspensions are to be

reviewed by the regular judicial bodies within fourteen school days.

The associate dean/judicial officer advises those involved in the judicial system and coordinates and facilitates the work of all judicial bodies. The associate dean/judicial officer works with the chairpersons of the judicial system, dean, and the Judicial Council to assure efficient and just operation of the judicial process.

The Honor and Ethics Council is the central deliberative body in the judicial system. It is responsible for adjudicating all honor and conduct cases which are not heard administratively. The Board of Investigators and Advisors is responsible for providing student representation, both to investigate and present cases before panels of the Honor and Ethics Council, or to advise accused student at all phases of the investigation and hearing.

Appeals from judgments of the Honor and Ethics Council are heard by the Judicial Council. The Judicial Council is charged by the University with the power to "establish and direct the undergraduate judicial system so as to insure justice and due process to all members of the undergraduate academic community."

University jurisdiction will be assumed in cases indicating that a student needs direct and immediate intervention by University personnel. The vice president for student life and instructional resources or his/her designee will have jurisdiction over cases of serious misconduct including willful destruction of property, personal injury and assault, cases of theft of more than \$500 in value, and any other felonious conduct. The dean of student services or his/her designee will have jurisdiction over cases of misconduct accompanied by abuse of alcohol or drugs. The determination of University hearing jurisdiction is conclusive, unless rendered in an arbitrary manner, and the University officer may refuse



jurisdiction of any case even though jurisdiction may be appropriate.

Generally, rights accorded to accused students under the student government constitution will be preserved in the administrative hearing, unless specifically stated otherwise. It is important to note that the administrative hearing, as well as the entire judicial system, is not meant to address grievances between parties who come before it, but only between the accused student and the University.

### PERSONAL CONDUCT

All members of the Wake Forest community strive to live in and promote an atmosphere which not only recognizes individuality, but also fosters collegiality, respect for the rights and privileges of others, and responsibility for individual and group actions. When these expectations are not met because of individual or group actions, it is the responsibility of the Student Judicial System and/or the University to determine the nature and extent of infractions, and to seek fair, consistent, and equitable sanctions. Where appropriate, the use of creative, educational, and case-specific sanctions is encouraged.

Students should be mindful of the University's expectations regarding their academic and social behaviors. The University will continue to discourage repeat violations by various means including imposition of additional sanctions for prior violations, loss of on-campus housing, suspension, or expulsion.

With respect to repeated infractions of social or community responsibility involving alcohol, suspension from the University will be considered in every case after the second violation.

**Keycard Information** The University maintains a keycard access system for the purposes of securing student residences.

Information contained in the keycard system database is not available for use by University officers in honor or judicial cases unless substantial cause is demonstrated or an accused student requests his/her own access record. A demonstration of substantial cause exists when the vice president of student life or his/her designated representative believes that members of the campus community will be endangered without such disclosure.

Each student should be aware of and responsible for the following rules and regulations as well as the policies stated in the residence life and housing *Guide to Community Living*.

### STUDENT CODE OF CONDUCT

#### 1. The Honor Code of Wake Forest

The Honor Code of Wake Forest concerns itself with the whole of campus life. Consequently the Honor and Ethics Council hears charges ranging from cheating and plagiarism in the academic setting to stealing, dishonesty, and other deceptive acts committed in the broader community. For instance, possession of false identification, or providing false identification is considered a violation of the Honor Code.

The presumptive minimum sanction for violating the Honor Code is suspension from the University, coupled with social probation (loss of privilege to serve in a leadership or other capacity involving University representation) for a period to be determined based on the dynamics involved in the particular incident. For a fuller discussion of the process, and for definitions of honor code offenses, see the Wake Forest Judicial System on page 63 of this publication, or consult the Web site for the Office of the Dean of Student Services. The overarching statement of the principles inherent in the operation of the Wake Forest Honor System can be found on page 9 of this publication.

## 2. Alcohol

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Below is an outline of unacceptable alcohol-related behavior at Wake Forest. Each behavior may have varying consequences, as outlined in the Presumptive Sanctions.

- a. **Aiding and Abetting Underage Possession, Purchase or Consumption**  
The assistance or encouragement of underage possession, purchase, or consumption of alcohol by another individual, regardless of age.
- b. **Excessive and/or Harmful Use of Alcohol**  
Excessive and/or harmful use of alcohol is any abuse of alcoholic beverages, as determined on a case-by-case basis by the associate vice president/dean of student services or his/her designee. Examples of excessive and/or harmful use of alcohol include, but are not limited to:
  - i. Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, hepatitis, or other medical problems.
  - ii. Use of alcohol in association with inappropriate behavior such as:
    - verbal abuse
    - physical abuse
    - failure to comply with a University official
    - property damage
    - any behavior that violates the personal conduct code of the University
  - iii. A pattern of recurring episodes of alcohol related violations of the Student Code of Conduct.
  - iv. A single episode of intoxication in which the associate vice president/ dean of student services or his/her designee believes that the level of alcohol consumption posed a risk to the student's health or well being.

## c. Driving While Impaired (DWI)

Wake Forest University recognizes the material risks to which the impaired driver is exposing the community. Sanctions imposed for this offense are cumulative with sanctions imposed for other relevant offenses. A campus DWI charge does not exempt students from external legal action.

## d. Public Display

The possession and/or consumption of alcoholic beverages in any public or unregistered area on campus. This includes classroom buildings, the Benson University Center, Reynolda Hall, the library, the gymnasium, Wait Chapel/ Wingate Hall, areas outside buildings including lawns, courtyards, balconies, and playing fields, grounds and buildings of Reynolda Gardens, Groves Stadium (unless otherwise designated), all residence hall formal parlors, common lounges and sun decks.

Students should also note that it is unlawful under North Carolina law (General Statute 18B-102(a)) and a violation of the Wake Forest University alcohol policy for any person to display publicly at an athletic contest fortified wine, spirituous liquor, or mixed beverages. This includes the possession of any of these beverages by persons 21 or older at Groves Stadium.

## e. Purchase or Attempt to Purchase Underage

No student under 21 shall purchase or attempt to purchase alcoholic beverages.

## f. Unauthorized Keg

Kegs are only allowed in designated areas. Organizations may possess kegs of alcohol pending approval and official registration with the Office of Residence Life and Housing.

- g. Underage Possession and/or Consumption.  
No student under 21 shall possess or consume alcoholic beverages.

### 3. Contempt of the Judicial Process

Contempt includes failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions. Also, victims in cases involving certain violations of the Code of Conduct may be informed of another student's judicial hearing outcome. Any student found to have shared this information inappropriately would also be in contempt of the judicial process.

### 4. Controlled Substances

#### a. Illegal Drugs

Use, possession, manufacture, sale, distribution of, transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Students found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action which may include dismissal from the University. Parents will be notified. Refer to Substance Abuse Policy and Program section (page 58) for background and sanctions.

#### b. Prescription and/or Over the Counter Medication

Students found to be involved in the use, possession, sale, or distribution of any prescription medication, excluding those prescribed to that individual by a licensed physician, will be subject to disciplinary action which may include dismissal from the University. Furthermore, students found to be involved in the use of over the counter medication for anything but the intended medical purpose(s) will be subject to disciplinary action. Parents will be notified for any violation of Wake's Controlled Substances policy.

Refer to Substance Abuse Policy and Program Section (page 58) for background and sanctions.

### 5. Copyright Violations

Federal law restricts the use of copyrighted video, audio, or computer material. Any organization or student using such material should be certain that its use conforms to law.

### 6. Deadly Weapons

Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science. Examples include (but are not limited to): BB guns, stun guns, air rifles, air pistols, paintball guns, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, black-jacks, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp, pointed or edged instruments, except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance.

### 7. Destruction or Defacement of Property or Grounds

Any activity which destroys or defaces property or grounds, at the University or elsewhere, is prohibited.

### 8. Disorderly Conduct

Disorderly conduct: Any behavior which disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.

### 9. Disruption or Obstruction of University Activities

Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or other University activity, is prohibited.

### 10. Failure to Comply with the Directions of University Officials

Failure to comply with the directions of



University officials (police, residence life and housing staff, etc.) or other appropriate authorities acting in the performance of their duties is a serious offense. Such conduct as failure to provide ID and disrespectful, uncooperative, abusive or threatening behavior will be dealt with severely.

#### 11. Fire Safety Equipment

Giving false fire alarms or tampering with fire extinguisher, fire alarm, or sprinkler equipment is an offense under North Carolina criminal law and the Wake Forest Code of Conduct.

#### 12. Gambling

Gambling is prohibited.

#### 13. General Resident Student Policies

Students are expected to comply with Wake's Residence Hall Rights and Policies. Students living in the residence halls shall be held responsible for the actions of their guests.

Refer to the *Guide to Community Living* for a complete listing of General Resident Student Policies.

#### 14. Hazing, Physical Abuse, or Threat of Physical Harm

Hazing, physical abuse, or threat of physical harm in any form are prohibited. For a more complete definition of hazing, contact the Office of Greek Affairs.

#### 15. Indecent Exposure and/or Illicit Sexual Activity

Indecent exposure and illicit sexual activity are prohibited.

#### 16. Rule 16 (Off-Campus Conduct)

Wake Forest students are responsible for conducting themselves so as to avoid bringing disrepute to the University. Conduct or activity by members of the student body living in, or hosting functions at, off-campus locations which has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also

recognizes the duty of Wake Forest students who are residents of off-campus rooms/apartments/houses to control the nature and size of activities carried out in or on their premises consistent with the standards of the University. Cases falling into this category are heard by the dean of student services or his/her designee, and appeals are to the Judicial Council. Additionally, the University

will establish policies and procedures regarding eligibility to live off campus. Non-compliance with University policies or procedures subjects a student to disciplinary proceedings, including suspension. As mentioned above, cases falling into this category are heard by the dean of student services or his designee, and appeals are to the Judicial Council.

#### 17. Library Policies

Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited. The use of emergency fire doors to exit the library building is prohibited and will be considered a serious violation of University policy, except in case of a fire emergency.

#### 18. Pyrotechnics and other Explosives

The use and/or possession of pyrotechnics and other explosives is not permitted anywhere on campus.

#### 19. Sexual Harassment

The University seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University.

Refer to the Sexual Harassment Policy (page 52) for further explanations.

#### 20. Rule 20 (Computing)

The Wake Forest Computing policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. This includes, but is not limited to, word processing equipment, microcomputers, minicomputers,

mainframes, computer networks, computer peripherals, and software, whether used for administration, research, teaching, or other purposes. The policy extends to any use of University facilities to access computers elsewhere.

Refer to the Computing Rights and Responsibilities Policy (page 25) for further explanations.

#### 21. Sexual Misconduct

Wake Forest University expects all members of its community to act in respectful and responsible ways towards each other. Acts of sexual misconduct constitute grievous violations of University policy. Rape and sexual assault are crimes of violence which are subject to prosecution. It is the responsibility of each individual in the University community to become educated about such acts and their consequences. The presumptive sanction for non-consensual sexual intercourse is expulsion. The presumptive sanction for non-consensual sexual contact is suspension. The presumptive sanctions for sexual exploitation, stalking, and cyberstalking range from warning to expulsion. The University will vigorously address instances of sexual misconduct and will endeavor to preserve a victim's confidentiality.

Refer to the Sexual Misconduct policy (page 49) for terminology and further explanations.

#### 22. Solicitation

The solicitation of sales, services, memberships, or gifts on campus, without permission of the dean of student services or his/her designee, is prohibited.

#### 23. Unauthorized Activity

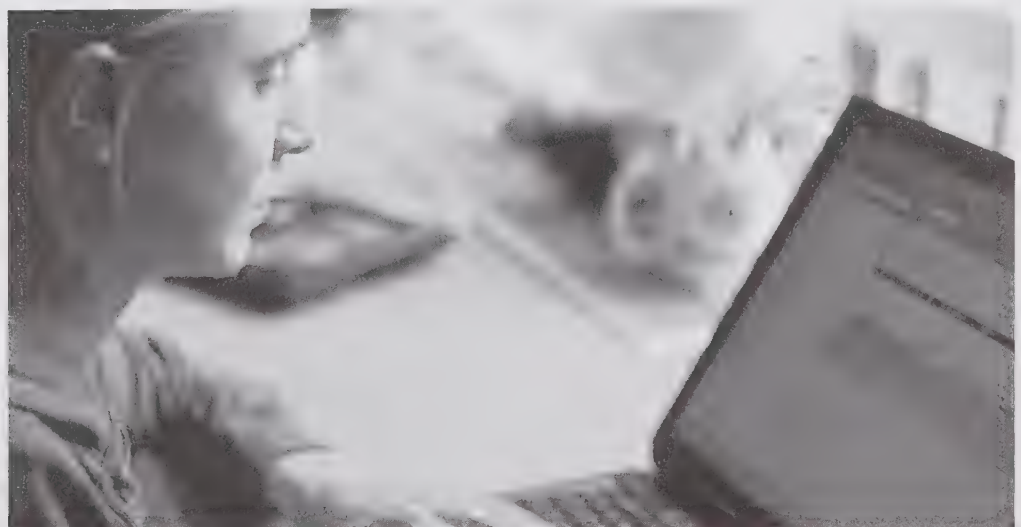
Any unauthorized activity on University property or elsewhere which affects the University's pursuit of its mission is prohibited.

#### 24. Unauthorized Entry or Occupation

Unauthorized entry or occupation of any University or other facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.

#### 25. Verbal Abuse and/or Harassment

Verbal abuse and/or harassment are prohibited. Verbal abuse is the use of obscene, profane or derogatory language which abuses or defames another person. Harassment is any action, verbal or nonverbal, intended to annoy or disturb another person. This may be a single incident or a series of incidents. (For cases of abuse and/or harassment with aggravating circumstances see sanctions on page 44.)



*Notification and Appeal Timelines*

Unless waived by the accused student(s), five (5) days are allotted from the period of notification of Honor and Ethics Council charges to the date of judicial proceedings.

Appeal timelines to the Judicial Council for all types of judicial proceedings are as follows:

*Administrative hearings involving excessive and/or harmful use of alcohol or use of controlled substances:* Five (5) days.

*Honor and Ethics Council hearings:* Five (5) days.

*Hearing Practices Cases:* Five (5) days.

*Community Infractions*

The University views first-time offenses of some rules as presenting an opportunity for constructive engagement, intervention, and education. If the dean of student services or his/her designee finds that a first-time violation of the student code of conduct constitutes an infraction and the student consents to and completes a remedial plan of corrective action, no record of the offense will appear on the student's record. While this information will not be shared externally, University offices with a legitimate need to know of student behavior (study abroad programs, scholarship review committees, etc.) will be provided this information upon request.

Infractions are characterized as those offenses that do not rise to a level of gravity that warrant official condemnation on the student's record. In deciding to characterize an action as an infraction, the dean or his/her designee will consider the gravity and scope of the student's action and whether the infraction was connected to the commission of other ineligible offenses.

First-time offenses which are eligible for citation as an infraction include minor alcohol violations, defacement of property or grounds, general resident student policies, certain unauthorized activities, and other minor violations as determined on a case-by-case basis.

*Sanctions*

Sanctions imposed as a result of community/social responsibility or honor code violations become a part of the student's record that is maintained in the Office of the Dean of the College. Parents, guardians, and other interested parties will be contacted on a "need-to-know" basis in cases of non-compliance with sanctions. Sanctions will be doubled and other appropriate actions taken in instances of non-compliance. Although transcripts of the permanent education records are normally issued to students upon written request, they may be withheld when there are unpaid financial obligations to the University or other unresolved issues. Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc. The following list provides presumptive sanctions for violations of social and community responsibility. Ordinarily these presumptive sanctions will be invoked unless the hearing officer or hearing body believes that other aggravating or mitigating circumstances are involved.

Tuition, fees, room rent, and board related charges will not be refunded for findings of responsibility within the undergraduate student judicial review process. Return of Title IV funds will be handled in accordance with federal law.



	VIOLATION	PRESUMPTIVE SANCTION
HONOR CODE	Honor Violation	<p>First occurrence: Suspension for a minimum of one academic semester, social probation (loss of privilege to serve in a leadership or other capacity involving University representation; students who are on probation for any reason may not pledge, rush, or be initiated into any fraternity or sorority until the end of their probationary period), plus any other case-specific sanctions as appropriate. No student on suspension or social or academic probation from Wake Forest may take coursework at another institution and have that work transferred to Wake Forest for credit. In cases of academic honor violations, an irreplaceable "F" may be assigned.</p> <p>Second occurrence: Expulsion</p>
ALCOHOL	Aiding and abetting underage possession, purchase, or consumption of alcohol	\$100 fine, 25 hours community service
	Driving while impaired	\$100 fine, 30 hours
	Excessive and/or harmful use of alcohol	\$75 fine, 20 hours, an alcohol assessment at the student's expense, a letter and phone call of notification to parents or guardians.
	<b>NOTE</b> <i>Two or more abuse violations are grounds for suspension or expulsion.</i>	
	Public display	10 hours
	Purchase or attempt to purchase alcohol (under age 21)	\$75 fine, 20 hours
	Unauthorized keg	\$100 fine, 50 hours
	Underage possession and/or consumption	\$75 fine, an alcohol education activity
	<b>NOTE</b> <i>The Office of the Dean of Student Services will send a letter of notification to parents or guardians if found in violation of the University's alcohol policy on two separate occasions.</i>	

**NOTE** *Prior violations: An additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation incident.*

	VIOLATION	PRESUMPTIVE SANCTION
CONTROLLED SUBSTANCES	Illegal manufacture, sale or delivery, possession with intent to manufacture, sell or deliver any controlled substance	Expulsion
	Illegal use or possession of controlled substances	Suspension or expulsion Example: Marijuana (first occurrence)—one-semester suspension; Cocaine (first occurrence)—academic year (two-semester) suspension  Notification to parents or guardians  Two random drug screens during semester of reinstatement at the student's expense
FIRE SAFETY EQUIPMENT	Intentionally cause false fire alarm or tampering with fire safety equipment	\$100 fine, cancellation of housing contract; sanctions determined on a case-by-case basis if living off campus, notification to parents or guardians
HOUSING POLICIES	General resident student policies	see the <i>Guide to Community Living</i> and "Housing Agreement"
	Loud music	\$60 per incident or \$60 per hour, whichever is greater
RULE 16	Various forms of problematic off-campus behavior	\$75 fine, 20 hours, formal warning, notification to parents or guardians, other sanctions determined on a case-by-case basis
RULE 20	Violations of the "Policy on the Responsible and Ethical Use of Computing Equipment" may result in one or more of the following sanctions, plus any additional actions deemed necessary by Information Systems or the University judicial system	\$75 fine, suspension of ability to perform interactive logins on relevant machines on campus
		Suspension of ability to login to a campus network
		Suspension of ability to send e-mail
		Suspension of ability to receive e-mail  Increased monitoring of further computer activity (beyond normal system monitoring)

**NOTE** Prior violations: An additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation incident.

SEXUAL MISCONDUCT

VIOLATION

PRESUMPTIVE SANCTION

Non-consensual sexual intercourse

Expulsion

Non-consensual sexual contact

Suspension for a minimum of one academic semester

Sexual exploitation

Sanctions (ranging from formal warning to expulsion) determined on a case-by-case basis

Stalking and cyberstalking

Sanctions (ranging from formal warning to expulsion) determined on a case-by-case basis

MISCELLANEOUS

Contempt of the judicial process

Social probation, doubling of any originally assigned sanctions, other sanctions determined on a case-by-case basis

Copyright violations

Determined on a case-by-case basis

Deadly weapons

Immediate suspension, pending judicial hearing

Destruction or defacement of property or grounds

Social probation, restitution, loss of one housing priority point, other sanctions determined on a case-by-case basis

Disorderly conduct

\$75-125 fine, 30-50 hours, determined on a case-by-case basis

Disruption or obstruction of University activities

\$75 fine, 25 hours, letter of apology

Failure to comply with directions of University officials:

*Level I* where behavior includes failure to provide ID, disrespectful or uncooperative behavior

\$75-100 fine, 30-40 hours, letter of apology, warning letter from dean of student services

*Level II* includes the above plus abusive or threatening behavior accompanied by other issues giving rise to a higher level of sanction

\$100-125 fine, 40-50 hours, letter of apology, cancellation of housing contract

Gambling

Social probation, other sanctions determined on a case-by-case basis

Hazing, physical abuse or threat of physical harm

Sanction (up to and including expulsion) determined on a case-by-case basis

Indecent exposure and/or illicit sexual activity

\$100 fine, 20 hours, plus other case-specific sanctions as appropriate



MISCELLANEOUS  
(CONTINUED)

VIOLATION

PRESUMPTIVE SANCTION

Library policies	Determined on a case-by-case basis
Pyrotechnics	\$100 fine, 20 hours, loss of one housing priority point and/or cancellation of housing contract
Solicitation	\$75 fine, 20 hours
Unauthorized activity	Determined on a case-by-case basis
Unauthorized entry or occupation	Determined on a case-by-case basis
Verbal abuse and/or harassment motivated by race, gender, sexual orientation, religion, and other factors specified in the University Non-Discrimination Statement (see page 48)	<p>First offense: \$100 fine, 40 hours, loss of one housing priority point, letter of apology, and agree to refrain from further harassing behavior. In consultation with the victim, the hearing body or officer may include educational sanctioning activities. Such activities might include 20 hours of service at an agency of the victim's choice, researching and writing a report on a book or topic of the victim's choice, a mediated discussion arranged by the dean's office, agreement to refrain from further harassing behavior and/or other appropriate remedies.</p> <p>Second offense: Appropriate fines, hours, cancellation of housing contract, an additional charge of failure to comply. Alternatively, the hearing body or officer may impose suspension or expulsion.</p>

**NOTE** Prior violations: An additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation incident.

## ORGANIZATIONAL CONDUCT

While the Student Life Committee formulates and sets University policy for all student organizations, the primary authority for the supervision and administration of organizational conduct resides in the Division of Student Life. Individuals who join together as a student organization to share common interests and purposes also collectively share a common responsibility to themselves, their group, and the University. They must ensure that individual members or groups of members reflect favorably upon their community. Group leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the group's mission. A group cannot ignore or escape its responsibility for the actions of its members.

### A. General Principles of Group Responsibility

Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. Occasional lapses of individual members or isolated individual failures in restraint should not be chargeable to the group, but evidence of group conduct exists where:

1. Members of the group act in concert to violate University standards of conduct.
2. A violation arises out of a group-sponsored, financed, or endorsed event.
3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.

6. Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

In determining whether a group may be held collectively responsible for the individual actions of its members, all the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related, to group life.

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaging in the activity.

Thus if a number of members are involved in misbehavior growing out of their association or membership in the group, even if no other members are around to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows out of the life of the organization. All members should be aware that their misdeeds may result in the sanctioning of their entire organization and themselves as individuals.

### B. Residential Group Responsibility—Additional Principles

Residential groups will be held responsible as a body for failure to meet obligations; they cannot, on the one hand, be extended autonomy and be supported by the University and, on the other hand, fail to take responsibility for actions resulting from that freedom.

1. The University allows residential and student groups the opportunity for a great deal of freedom in the organization of their social lives, and in return assumes that these bodies will promote and practice high standards of responsible behavior. It is the responsibility of the officers, or governing bodies, to establish a social environment which will encourage serious study and respect for the privacy of each member, provide social functions consistent with good taste, and administer appropriate and immediate control over those students who do not adhere to these standards.
2. Residential groups are not held responsible for the occasional lapses of individual members, but any group which fails to maintain social decorum, incurs damages to property, allows wanton or obscene conduct to go unchecked, gives encouragement or shows indifference to or disregard of University regulations, or consistently indulges in irresponsible or disorderly activity, is open to warning, fine, probation, suspension or expulsion.
3. Included among the responsibilities that residential groups must accept are the enforcement of all fire laws, rules, and specifications; the proper use of fire-fighting and prevention equipment; prevention of, damage to, or destruction of property and maintaining the residential buildings to provide at all times a sanitary, clean and safe environment. It is expected that group self-enforcement will be sustained by persuasion and censure, suspension, fine, and expulsion, when necessary.
4. The specific fulfillment of corporate social responsibilities in compliance with University rules includes:

*a. Social Decorum*

At all social functions, whether involving alcoholic or dry beverages in nature, appropriate social decorum

must be maintained by the corporate influence of the residential group and its officers.

*b. Moral Decorum*

Immoral or obscene behavior is unacceptable to the University.

*c. Sexual Harassment*

All student organizations are responsible for promoting an environment free from sexual harassment both within their organizations and on campus through policies and practices which affirm the dignity of each student, regardless of gender.

*d. Privacy*

Each residential group is responsible for the maintenance of an atmosphere suitable for study, privacy, and rest, according to the rules of the residential buildings.

*e. Alcoholic Beverages*

A residential group is held responsible for any corporate activity which encourages its members or guests to drink alcohol immoderately, which results in any injury to persons or damage to property, or violates University rules and regulations, or is in violation of the law. Isolated individual failures in restraint are not chargeable to the group. However, any residential group is liable to disciplinary measures if it fails to show active concern for those who are unable to drink without injury to themselves or others, or offense to society.

*f. Group Housing*

The University's Statement of Mission and Purpose defines Wake Forest University as a residential campus with a distinctive nature which is conducive to learning and interaction. Because the University has an obligation to preserve its distinctive residential character while assuring the general safety and well-being of student residential groups, all residential organizations



shall reside in University or University-approved student housing and shall be subject to all rules and regulations governing residential life and housing. Residential organizations shall be defined as a set of students who reside together and are members of a group (recognized or not) which has some organized structure, ongoing existence and central purpose.

g. *Lounge Space*

The University provides lounge space for use by recognized groups on a short-term or long-term basis according to policies established by the Student Life Committee. Lounge space and block housing allocations for student groups are subject to periodic review by the Student Life Committee. Such reviews are based on an assessment of the organization's past and potential contributions to the intellectual, cultural, and social purposes of the University community. A complete description of the leased lounge and block housing review process is available in the Office of Residence Life and Housing. The use of off-campus facilities for social purposes on an ongoing basis shall be subject to approval by the University and in conformity with University rules for such kind of activities.

h. *Reporting*

It is corporate responsibility to promptly report to the appropriate University authority any serious illness or injury, whatever the cause, which may affect the health, safety, and welfare of the residents.

### C. Group Disciplinary Procedures

The dean of student services has the responsibility of hearing all cases of group violations. The dean has the prerogative to utilize an investigator and/or the Group Advisory Panel in reviewing and acting upon cases involving organizational conduct.

Before a hearing, the dean shall notify the chair of the Student Life Committee of any charges against a group, the facts supporting the charge, and the dean's interest in hearing and deciding the case.

The dean may choose to delegate all or part of the case to the Group Advisory Panel for review and recommendation. Upon receiving recommendations from the Group Advisory Panel, the dean may accept, reject, modify, or incorporate such recommendations into his decision.

Upon petition of appeal by the group within ten days after the decision, the Committee may review the dean's decision if error is reasonably asserted by the group. Determination of such error is based on the fairness of the hearing, or the sufficiency of evidence to support judgment, and on the appropriateness of sanction. The dean or committee has the authority to institute the sanctions of "warning," "probation," "suspension," or "loss of recognition." Copies of the complete text of the University position on organizational conduct are available in the student life office.

### GREEK LIFE PRINCIPLES AND POLICIES

National social Greek-letter sororities and fraternities comprise an integral part of the undergraduate campus community. Recognizing that membership in a sorority or fraternity can be of significant educational value, the University supports the concept that such membership offers a distinctive developmental option for students. The sororities and fraternities share responsibility with the University for facilitating the learning process for all students and for cultivating an environment that enriches their educational experiences.

To help guide and support the Greek-letter organizations in the pursuit of their ideals and the educational mission of the University, the Student Life Committee has

established a series of Principles and Policies Governing Greek Life. Included in these principles and policies are statements regarding recruitment, new member education, group housing, race and sexual harassment issues. Copies of these principles and policies are available through the Office of Residence Life and Housing.

#### NON-DISCRIMINATION STATEMENT

Wake Forest University is committed to administer all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status or disability as required by law. In addition, Wake Forest rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation. In affirming its commitment to this principle, Wake Forest does not limit freedom of religious association or expression, does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest.

The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to Harold Holmes, dean of student services, at (336) 758-5226; Deborah Best, dean of the College, at (336) 758-5505; or Doris McLaughlin, director of equal opportunity and employee relations, at (336) 758-4814.

#### STUDENT COMPLAINTS

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions or inaction of the staff or

faculty affecting a student. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisers or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action.

A complaint should first be directed as soon as possible to the person or persons whose actions or inactions have given rise to the problem—not later than three months after the event. For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to the chair of the involved department (the dean in the Calloway School) for assistance. The chair (or dean) will meet with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a conclusion and share it with both parties. Finally, a student may appeal to the Committee on Academic Affairs which will study the matter, work with the parties, and reach a final resolution.

Students having complaints outside the academic setting, and who have been unable to resolve the matter with the individual directly involved, should process the complaint in a timely manner through the administrative channels of the appropriate unit. Students uncertain about the proper channels are encouraged to seek advice from faculty advisers, deans' offices, or the Office of the Dean of Student Services. Complaints which rise to the level of a grievance (as determined by the earlier steps in the process) may be heard as a final appeal before a committee chaired by an appropriate person chosen by the provost, which will include a representative of the faculty and a member of the student body. The grievance must be filed in writing. Grievances not deemed frivolous by the

committee will be heard. The student may be assisted during the hearing by a member of the University community.

The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University and its various offices from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of specialized complaints (harassment and discrimination for instance), and these should be fully utilized where appropriate. Violation of student conduct rules or the honor system should be addressed through the judicial process specifically designed for that purpose.

#### SEXUAL MISCONDUCT

For additional information regarding the sexual misconduct policy and accompanying guidelines that further address how to obtain assistance and legal and judicial options, please refer to the Student Life Web site at [www.wfu.edu/campuslife/studentlife/policies.html](http://www.wfu.edu/campuslife/studentlife/policies.html).

Wake Forest University expects all members of its community to act in respectful and responsible ways toward each other. Acts of sexual misconduct constitute grievous violations of University policy. Rape and sexual assault are crimes of violence which are subject to prosecution. It is the responsibility of each individual in the University community to become educated about such acts and their consequences. The presumptive sanction for non-consensual sexual intercourse is expulsion. The presumptive sanction for non-consensual sexual contact is suspension. The presumptive sanctions for sexual exploitation range from warning to expulsion. The University will vigorously address instances

of sexual misconduct and will endeavor to preserve a victim's confidentiality.

The University encourages all members of the Wake Forest community to be aware of both the consequences of sexual assault and the options available to victims, as well as University guidelines applicable to both victims and accused students.

It is crucial to obtain medical attention as soon as possible to prevent or treat sexually transmitted diseases and to prevent pregnancy. The Student Health Service is open 24 hours when the University is in session and can perform a preliminary physical examination and other tests, including a urine drug screen for the presence of sedative drugs such as Rohypnol or GHB ("date rape drugs"). It is also important to consider having an evidence collection kit completed within 72 hours, should the victim decide that they might want to file legal or judicial charges, either immediately or at a later date. These procedures may be obtained through the emergency departments at Forsyth Memorial Hospital or North Carolina Baptist Hospital.

It is important that victims receive the support and information they need to make considered decisions about how to proceed. On-campus resources include University Counseling Center staff who are available on a 24-hour basis when the University is in session; PREPARE Student Advocates, Wake Forest students who have received training in working with other students who have been sexually assaulted; Victim Services volunteers from University Police; a member of the Campus Ministry staff; or Residence Life and Housing, including resident advisors who are familiar with campus referral sources.

Victims may report an incidence of sexual misconduct either directly to University Police or the Judicial Officer for incidents that occur on campus, or the



Winston-Salem Police for incidents that occur off campus. Victims have three options for reporting. If the alleged assailant is thought to be a Wake Forest student, victims are strongly encouraged to report an incident of sexual misconduct to the University Judicial System, where a special judicial process has been established to address complaints of sexual misconduct. A student may file a complaint of sexual misconduct at any time during their matriculation at Wake Forest, regardless of the length of time between the alleged misconduct and the decision to file the complaint. Victims may also consider pursuing a civil suit for monetary damages, or they may pursue criminal prosecution by having charges filed by a prosecutor or district attorney.

The decision to prosecute through either the judicial system or through other legal channels rests with the victim. While students are encouraged to report any sexual assault as soon as possible, they may initiate University judicial proceedings at any time while the individuals involved are students at the University.

## I. FORMS OF SEXUAL MISCONDUCT

**Non-Consensual Sexual Intercourse:** Any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without *effective* consent. *This act is commonly referred to as rape.*

**Non-Consensual Sexual Contact:** Any sexual touching (including disrobing or exposure), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without *effective* consent. *These acts are commonly referred to as sexual assault.*

**Sexual Exploitation:** When a student takes non-consensual, unjust, or abusive sexual advantage of another, for his/her own

advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples include:

- Inducing incapacitation with the intent to rape or sexually assault another student;
- Non-consensual video or audiotaping of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in Peeping Tommerly (voyeurism);
- Knowingly transmitting an STD or HIV to another student;
- Prostituting another student. (i.e. personally gaining money, privilege, or power from the sexual activities of another student)

**Stalking** (according to N.C. Statute 14-277.3): Occurs when a person willfully on more than one occasion follows or is in the presence of another person without legal purpose and with the intent to cause death or bodily injury or with the intent to cause emotional distress by placing that person in reasonable fear of death or bodily injury. If committed with the intent to cause reasonable fear of death or bodily injury, the following examples MAY constitute stalking:

- Unwanted and/or threatening mail, phone calls, e-mails, etc.
- Persistent physical approaches and/or requests for dates, meetings, etc.
- Following a person or coincidentally showing up at places a person frequents
- Waiting outside a person's residence, school, or place of employment
- Vandalism/destruction of a person's personal property
- Breaking into a person's car or residence

**Cyberstalking** (according to N.C. Statute 14-196.3): Occurs when a person uses electronic mail or electronic communication to

convey any words or language threatening to inflict bodily harm to a person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from a person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing, the following examples MAY constitute cyberstalking.

- Unwanted/unsolicited e-mail
- Unwanted/unsolicited talk request in chat rooms
- Disturbing messages on online bulletin boards
- Unsolicited communications about a person, their family, friends, acquaintances, and coworkers
- Identity theft (using someone's social security number to obtain credit cards fraudulently in their name)
- Sending/posting disturbing messages with another user name

## II. TERMINOLOGY

**Intercourse** includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

**Sexual touching** includes any contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

**Effective consent** is informed, freely, and actively given, mutually understandable words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity.

- In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator; that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s).
- Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with each other.
- Consent which is obtained through the use of fraud or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent.
- Consent may never be given by: minor to legal adults; mentally disabled persons; or physically incapacitated persons.
  - One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent.
  - One may not engage in sexual activity with another who one knows or should reasonably have known is physically incapacitated.

**Incapacitation means** being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation or its potential consequences.

**Electronic communication:** Any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, transmitted in whole or part by a wire radio, computer, electromagnetic, photoelectric, or photo-optical system.

**Electronic mail:** The transmission of information or communication by the use of the Internet, a computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.

### III. EXPLANATIONS

- An “intent to rape” is not required under this policy. Unlike murder, for which there must be an intent to kill, rape is not an intent-based concept. The requisite intent for rape is demonstrated by engaging in the act of intercourse intentionally.
- Silence, previous sexual relationships, and/or current relationship with the respondent (or anyone else) may not, in themselves, be taken to imply consent. Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.
- Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly; upon clear communication, all sexual activity must cease.
- Intentional use of alcohol/drugs by the initiator is not an excuse for the initiator to violate the sexual misconduct policy.
- A student who deliberately drugs or plies another with alcohol for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual misconduct policy.

- Attempts to commit sexual assault or rape are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

### IV. LIMITED IMMUNITY

The University considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The University does not condone underage drinking. However, the University will extend limited immunity from sanctioning in the case of illegal alcohol use to victims and to those reporting incidents and/or assisting the victims of sexual misconduct. Limited immunity means that, depending on the nature of the victim’s or the reporting student’s violation, it will still be dealt with by the University, through education or counseling, if possible.

### SEXUAL HARASSMENT

The University seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as contact or verbal comments or suggestions, which adversely affect the working or learning environment of an individual.

Any member of the Wake Forest community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the University. Problems, questions, and grievances can be brought to and discussed with anyone in a supervisory position. Some administrators, who may be especially helpful in advising and aiding a person’s own efforts to resolve



a problem, are the dean of the school involved, the dean of student services, the equal opportunity officer, the University Counseling Center, or PREPARE.

#### ADMINISTRATIVE WITHDRAWAL POLICY

A student may be subject to administrative withdrawal from the University when, in the judgment of the director of Student Health Service, the director of the counseling center, or the dean of student services and with the concurrence of the vice president of student life and instructional resources, the student:

- A. Engages, or threatens to engage, in behavior that poses a significant danger of causing imminent physical or psychological harm to self or others, or
- B. Directly and substantially impedes the activities of members of the University community, including other students, University employees, and visitors.

The standards and procedures to be followed are on file in the offices of the vice president for student life and instructional resources and the dean of student services.

#### ALCOHOL POLICY

The goal of this policy is to appeal to students to make low-risk choices regarding their use of alcohol. As educators, we recognize that a certain tension exists between the legal and sub-cultural realities related to drinking behaviors; our aim is to help students make informed decisions, so that they can achieve their fullest potential. By abiding by this policy, students should be able to make responsible decisions regarding alcohol use.

Decisions about the use of alcohol are the responsibility of the individual within the constraints of the law. Those of legal

age who choose to consume alcohol are expected to do so in a low risk manner. We also believe the University should educate all its members about the proper use and dangers of alcoholic beverages and encourage constructive change when abuses occur.

The regulations and practices governing the use of alcoholic beverages apply to all Wake Forest undergraduate students, as well as their guests and visitors. Responsibility for knowing and abiding by the Wake Forest University Alcohol Policy For Undergraduate Students rests with each individual.

Effective September 1, 1986, the minimum age for the legal purchase and possession of alcoholic beverages in North Carolina was changed to 21. Wake Forest University recognizes the responsibility of the state and federal governments with regard to the welfare of their citizens and, accordingly, supports this law in University social regulations. Generally, the law provides that 1) a person must be at least 21 to attempt to purchase, purchase or possess any alcoholic beverage; 2) it is unlawful for a person to sell or give alcoholic beverages to an underage person; and 3) it is illegal to use fraudulent identification or to allow another person to use one's own identification to obtain alcoholic beverages illegally. The state Supreme Court has upheld the principle of social host liability. The principle of social host liability holds a server of alcohol responsible for serving a person who the server knows or should have known was intoxicated if the intoxicated person injures a third party.

#### *General Regulations*

Possession or consumption of alcoholic beverages is permitted only in accordance with this policy. Failure to comply with this policy and applicable laws, including disruptive behavior resulting from excessive and/or harmful use of alcohol (e.g.

disruptive acts, public intoxication, damage to public or private property, and driving under the influence of alcohol), subjects the individual to judicial action within the University and/or in a court of law.

1. All Wake Forest University undergraduates and their guests are subject to University regulations and policies concerning the use of alcoholic beverages as well as all federal, state, and local laws. Wake Forest University students are responsible for the behavior of their guests.
2. The sale of alcoholic beverages on campus is prohibited except for sales by the designated University Food Service or at specially permitted events. Each event in this category requires a separate, one-time special permit, which may be obtained through ARAMARK, Wake Forest's Dining Services operator.
3. Alcoholic beverages for social functions sponsored by undergraduates and undergraduate student organizations may not be purchased with University funds.
4. This policy outlines responsible behavior for individual undergraduate students and student organizations, both on and off campus. This includes students participating in Wake Forest sponsored or sanctioned activities and student organization social events. When students study abroad, they are expected to abide by the legal drinking age in the country(ies) where they study/travel. In the case of such violations, the Wake Forest judicial process is triggered by reports from authorized officials.

#### *Individual Regulations*

1. Students and their guests of legal age may consume alcoholic beverages in the following locations on the Reynolda campus: residence hall rooms (except in substance-free areas), University apartments, leased lounges (members and

guests only), suite lounges in Martin Hall, North Area University houses, and Shorty's.

2. Students and their guests of legal age may consume alcohol on leased patio areas after 5 p.m. on weekdays and after noon on Saturday and Sunday.
3. Possession of alcoholic beverages in open primary or secondary containers outside designated areas is prohibited and constitutes public display. A primary container is the original package (can, bottle, etc.) in which an alcoholic beverage is purchased or otherwise obtained. A secondary container is a device into which an alcoholic beverage has been transferred from its primary container or a device used for concealment, such as a Koozie.
4. Alcoholic beverages may not be consumed in common lounges of residential facilities except during a registered function.
5. Residents and their guests are not allowed to carry primary or secondary open containers of alcohol to or from suite/floor lounges at any time. The transportation of open containers of alcohol to and from lounges constitutes "public display." A legal age student who transports alcohol anywhere outside of an area within which consumption has been approved (i.e., residence room, suite/hall lounge, registered area) must ensure that the alcohol is in its original unopened primary container.

#### *Organizational Regulations*

Student organizations hosting social functions where alcohol is served must abide by all University regulations and applicable laws. Such groups are responsible for managing their social functions in a manner consistent with the Party Management System's policies and procedures.

1. Persons of legal age may consume beer and unfortified wine at social functions

- registered in accordance with this policy. Attendance at all such functions is limited to Wake Forest students and their invited guests.
2. Host organizations must ascertain that individuals who consume alcoholic beverages at a social function are at least 21 years of age.
  3. Host organizations must prominently display information regarding North Carolina state law.
  4. All formal recruitment functions for social organizations are dry; that is, no alcohol is permitted.
  5. Organizations holding social functions at any off-campus location at which alcohol is available must abide by all laws and be aware that their organization represents Wake Forest University. The organization may be held accountable for its actions through the University judicial process.
  6. Alcoholic beverages may not be stored / held in organizational lounges at any time other than during an officially registered social function.
  7. Wake Forest University requires that all Greek organizations understand and comply with their national policies and guidelines related to the purchase, distribution and consumption of alcoholic beverages.
  8. In the event of differences between Wake Forest University and national organization policies, Wake Forest policies shall supercede those national policies; that is, students are expected to follow Wake Forest policies first.
2. The implementation of the Wake Forest University Alcohol Policy For Undergraduate Students is under the direction of the Office of Residence Life and Housing. The associate director of Greek affairs and conference programs and the associate vice president and dean of student services administer the policy in consultation with the vice president for student life and instructional resources and the Student Life Committee.
  3. Individuals found in violation of University regulations are subject to judicial action as specified in the *Student Handbook*. The University judicial system is jointly administered by the dean of student services, the associate dean/judicial officer, and the Honor and Ethics Council.
  4. Organizations found in violation of this policy will be subject to established sanctions as determined by the Office of the Associate Vice President / Dean of Student Services and / or the Office of Residence Life and Housing.

#### EXCESSIVE AND/OR HARMFUL USE OF ALCOHOL

Substance abuse, especially alcohol abuse, is a significant problem on university campuses. Wake Forest University is no exception. The University has established a community standard that excessive and/or harmful use of alcohol will not be tolerated here.

Excessive and/or harmful use of alcohol at Wake Forest is defined by the dean's office in the following way:

1. Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, hepatitis, or other medical problems.
2. Use of alcohol in association with inappropriate behavior such as:
  - Verbal abuse
  - Physical abuse

#### Administration of the Policy

1. The Alcohol Coalition reviews the University Alcohol Policy and alcohol rules and regulations on a regular basis. The Coalition reports its findings to the vice president for student life and instructional resources and the Student Life Committee.



- Failure to comply with a University official
  - Property damage
  - Any behavior that violates the personal conduct code of the University
3. A pattern of recurring episodes of alcohol related violations of the Student Code of Conduct.
  4. A single episode of intoxication in which the associate vice president/dean of student services or his/her designee believes that the level of alcohol consumption posed a risk to the student's health or well being.

#### ALTERNATIVE SANCTIONING FOR MEDICAL SITUATIONS

Wake Forest is a community where people notice when others need help and care enough to make sure that they get the help that they need. And yet—this does not always appear to be the case when students are engaged in dangerous drinking behaviors. In a number of recent cases students have NOT called for help when their friends were in danger of alcohol poisoning or illness. Students report that they are fearful of calling for help because of the administrative sanctions that eventually might be levied against the individual in need.

Wake Forest policy has ALWAYS been that students who present at Student Health Service under the influence of alcohol will receive confidential care and treatment that will not be reported to the University Judicial System. If you know someone who has had too much to drink, please take him or her to Student Health Service.

If you cannot get your friend to Student Health Service, and are faced with an alcohol-related emergency, please dial 911. When you call 911, student EMTs and University Police will arrive to provide assistance. After assessment of the medical situation, the EMTs will make the appropriate medical decision, such as

transporting the student in need to Student Health Service. As a reminder, if you dial 9-911 you will get local (Winston-Salem) officials.

When a student dials 911 to seek help for a friend who is intoxicated and cannot get to Student Health Service, that friend will not be subject to a judicial record for the first incident, unless the incident occurs in conjunction with another judicial offense. These students are subject to remedies that will include educational sessions. A report of the incident will be filed in the Office of the Dean of Student Services (311 Benson) but will only be activated if a second incidence of alcohol abuse occurs while the student attends Wake Forest.

#### MEDICAL SITUATIONS HELPFUL CAMPUS RESOURCES

##### *Student Health Service; Gym; 5218*

The staff provides confidential care for alcohol-related emergencies 24 hours a day during the academic semester. Students can bring a friend who has had too much to drink to Student Health Service. If a student needs medical attention and cannot get to the Health Service, call 911 to dispatch WFERT and University Police for immediate medical care and transportation assistance. Other services include urgent care, illness care, physical examinations, medications, laboratory tests, psychiatric care, allergy injections, routine immunizations, and routine gynecological services. Referrals to community specialists are made when necessary.

##### *Health Educator; 332 Benson Center; 5937*

The Health Educator is available as a confidential resource for questions or concerns on a variety of health topics including alcohol and other drugs. He or she is a resource for seminars and individual consultations on health issues such as nutrition, eating disorders, substance abuse, contraception, and sexually transmitted diseases.

*University Counseling Center; 118 Reynolda Hall; 5273*

The University Counseling Center assists students to deal effectively with personal, interpersonal, vocational and academic issues. The Center offers a wide range of services including individual and group counseling, testing, seminars and workshops, consultation, self-help resources, and referral assistance. In emergency situations after hours (excluding holidays and summer), Counseling Center staff can be reached by calling the Student Health Service (5218). For problems related to substance abuse, the Center offers initial consultation and referral for evaluation and treatment; counseling groups for students with family alcoholism or other substance abuse histories; and consultation for those interested in approaching a friend with a substance abuse problem. All services are confidential.

*Campus Ministry; Kitchin Residence Hall; 5248*

Campus ministers representing a variety of denominational and inter-denominational faith groups are available to people from any faith tradition, or none at all, for pastoral counseling, spiritual direction, and to coordinate a variety of activities including study groups, worship, and faith-based service opportunities.

*Residence Life and Housing; Benson University Center; 5185*

The residence life and housing office can provide assistance with any housing or Greek-life issue, for example, roommate troubles or fraternity and sorority recruitment.

*University Police; (Non-Emergency) 5591 & (Emergency) 911*

The University police have several resources for students with concerns regarding alcohol, other drugs, and crimes on campus. Silent Witness, Crimestoppers, and Victims Advocate are available to help students.

## STUDENT SOCIAL REGULATIONS

### I. POLICIES AND INFORMATION

Intoxication and other forms of excessive and/or harmful use of alcohol, driving while impaired, public consumption, or public display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol. Alcohol consumption and actions that accompany such consumption will not be seen as an excuse for inappropriate and harmful behavior.

For instance and specifically, driving while impaired is a separate offense and carries its own significant sanctions which are cumulative with sanctions imposed in other relevant offenses. This is in recognition of the material risks to which the impaired driver is exposing the community. A campus DWI charge does not exempt students from external legal action.

Public display is defined as the possession and/or consumption of alcoholic beverages in any public or unregistered area on campus. This includes classroom buildings, the Benson University Center, Reynolda Hall, the library, the gymnasium, Wait Chapel/Wingate Hall, areas outside buildings including lawns, courtyards, balconies, and playing fields, grounds and buildings of Reynolda Gardens, Groves Stadium (unless otherwise designated), all residence hall formal parlors, common lounges, and sun decks.

### II. INDIVIDUAL SANCTIONS FOR VIOLATIONS

1. Individuals found in violation of University regulations are subject to judicial action as specified in the *Student Handbook*. Such action could include:

- a. A report filed in the Office of the Associate Vice President for Student Life/Dean of Student Services.

- b. An administrative hearing with the associate vice president for student life/dean of student services or his/her designate.
  - c. A letter of notification to parents or guardians.
  - d. Attendance at an alcohol education session or a chemical dependency assessment to be determined by the associate vice president or designate.
  - e. The individual may be required to have a professional assessment at his/her own expense to determine the degree of harmful chemical involvement. Treatment recommendations from the substance abuse specialist or facility will be included in the ultimate disposition of the judicial case by the associate vice president for student life/dean of student services or his/her designate.
  - f. A hearing through appropriate judicial processes and any sanctions assigned. Such sanctions might include social probation, monetary fine, community service, lower housing priority, loss of housing privileges, mandatory referral, and/or suspension.
2. Students with repeat violations of the alcohol policy will be subject to additional sanctions, may be required to participate in an alcohol education program, and may be referred to the University Counseling Center for an off-campus alcohol assessment.
  3. Students who use false identification to represent themselves will be referred to the Office of the Associate Vice President.
  4. Students who present at the Student Health Service under the influence of alcohol or drugs will receive confidential care and treatment that will not be reported to the University Judicial System. When a student dials 911 (or contacts an RA) to seek help for a friend who is intoxicated and cannot get to the Student Health Service, that friend will not be subject to a judicial record for the first incident, *unless the incident occurs in conjunction with another judicial offense.*

These students are subject to remedies that will include the appropriate sanction(s). A report of the incident will be filed in the Office of the Dean of Student Services but will only be activated if a second incidence of excessive and/or harmful use of alcohol occurs while the student attends Wake Forest, or in the event the student fails to comply with sanctions assigned for the original incident.

### III. PRESUMPTIVE SANCTIONS See page 41 of this publication.

#### SUBSTANCE ABUSE POLICY AND PROGRAM

The University recognizes the potential harmful effect that substance abuse can have on the lives of individual members within the Wake Forest community. To that end, the University has adopted a Substance Abuse Policy and Program which addresses the issues of identification, confidentiality, education and treatment and penalties for violation of the policy. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to the health educator for assessment may be required to participate in an education and treatment program. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.

#### A. Standards of Conduct

Wake Forest University is unequivocally opposed to excessive and/or harmful use of alcohol, substance abuse, and the unlawful possession, use, or distribution of drugs by students on the University's property or as any part of the University's activities. Any illegal possession, distribution, and use of alcohol and/or controlled substances are prohibited by the University.



### B. State and Federal Sanctions

The local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as “controlled substances.” The punishment includes a term of imprisonment as well as a substantial fine.

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

### C. Health Risks

Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance, and all facets of a student's life. Excessive and/or harmful use of alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants—cocaine, crack and ice—includes such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer-lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and

memory loss may be associated with the use of marijuana.

Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

### D. Treatment and Rehabilitation Programs

The Substance Abuse Program, revised in March 1989 and April 1994, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation and assessment with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further disciplinary action by the University.

### E. University Sanctions

Disciplinary proceedings against a student will be initiated in accordance with the judicial procedures of the appropriate undergraduate or graduate school. When there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the University, disciplinary action will be instituted. It should be noted that though an offense may be the subject of legal action by the civil authorities, University officials are

free to initiate disciplinary actions that may result in additional penalties.

### *Penalties*

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The range of penalties is available through the Office of Financial Aid. The following minimum penalties will be imposed for the particular offenses described:

- **Trafficking in Illegal Drugs** The term “trafficking” is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts that is the subject of N.C. General Statute 90-95 (h).

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), a student will be expelled.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, phenobarbital, codeine), the minimum penalty is suspension from enrollment or from employment for a period of at least one semester or its equivalent.

At Wake Forest University, all trafficking activities of any controlled substances have been determined to have a presumptive sanction of expulsion.

- **Illegal Possession of Drugs** For a first offense involving the illegal possession of any controlled substance identified in Schedule I or Schedule II, N.C. General Statute 90-91, the minimum penalty is suspension.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty is suspension. A person returning from suspension will be on probation for at least one semester. A person on probation must agree to participate in a drug education, drug assessment and/or counseling program at his/her own expense, consent to regular drug testing at his/her own expense, and accept such other conditions and restrictions, including a program of community service, as the vice president for student life and instructional resources deems appropriate. Refusal or failure to abide by the terms of probation will result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, including expulsion of students.

When a student has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

The vice president for student life and instructional resources will submit to the president of the University a report on campus activities related to illegal drugs for the preceding year. The president will forward this report to the Board of Trustees. The reports will include, as a minimum, the following: (1) a listing of the major education activities conducted during the year; (2) a report on any illegal drug-related incidents, including any sanctions imposed; (3) an assessment by the president of the effectiveness of the campus program and sanctions and; (4) any proposed changes in the policy on illegal drugs.

## HAZING

### HAZING HOTLINE 758-HAZE (4293)

A phone mailbox is available to members of the Wake Forest community who wish to report anonymously any student behavior which may be of a hazing nature. Such reports will be followed up by the Office of Residence Life and Housing (Greek affairs area) and appropriate action taken.

Hazing in any form by any organization is strictly forbidden by the University and prohibited by state law. Hazing is defined as any planned or created situation, on or off campus, that is demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest

University. Pledging activities must not interfere with any student's class attendance and class preparation. Any fraternity, sorority, or other student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the associate director of Greek Affairs and Conference Programs.

## RESIDENTIAL NOISE POLICY

The residential environment is one meant to be supportive of the academic mission and focus of the University. As such, noise or other activities which are excessively loud or bothersome to other people are strictly prohibited. As a result, "quiet hours" are in effect in all residential facilities daily (Sunday-Friday) from 10 p.m. to 8 a.m. and again on the weekends from 2 a.m. to noon (Saturday and Sunday). Loud or excessive noise is strictly prohibited during these hours. Please note that any noise that is considered to be bothersome to others (i.e., noise that is generally above normal conversational level) will be considered loud and excessive. Personal amplification systems, including stereos and radios, may not at any time be played loudly, be placed in residence hall windows, or be used with the intention of entertaining persons outside the resident's or organization's room space. Sanctions and a detailed description can be found in the *Guide to Community Living*.

## OFF-CAMPUS HOUSING POLICY

Upon registration each semester, undergraduate students who choose to live in off-campus housing in Winston-Salem must declare their residential address and their compliance with the University's off-campus housing policy. Enrollment and registration for classes each semester are conditioned upon verification of compliance



by the Office of Residence Life and Housing. Instructions and application forms may be obtained from the Office of Residence Life and Housing (101 Benson) or via their Web site.

### SALES AND SOLICITATIONS

All on-campus sales and solicitations must be operated or sponsored by a University-recognized student organization and must receive the proper authorization. Sales and solicitations in the residence halls must be approved by the director of residence life and housing. Sales and solicitations in the Benson Center must be approved by the director of the Benson Center. Sales and solicitations in other public and common areas on campus must be approved by the director of student development.

### CAMPUS POSTING

All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or University department or otherwise be approved in advance by the dean of student services or his designate. In addition, advertising which promotes the use and/or sale of alcohol is prohibited.

- For the distribution of flyers in Benson University Center, call Gale Newport—4869
- For flyer distribution on campus, call Mike Ford, director of student development—5921
- For flyer distribution on cars, call Regina Lawson, chief of University Police—6066
- For flyer distribution in residence halls, call Connie Carson, director of residence life and housing—5185

*Where you can post items:*

1. Bulletin boards
2. Stone, brick, concrete and natural wood surfaces

*Please use only masking tape, "Scotch" tape or thumb tacks and staples (bulletin boards only) to hang items. No duct tape is to be used on any postings.*

*Where you cannot post items:*

1. Trees
2. Sidewalks
3. Iron railings
4. Lamp posts
5. Benches
6. Painted surfaces
7. Glass doors and windows
8. Wait Chapel, outside the entrances to Reynolda Hall, Tribble Hall, the library, and the Benson University Center, and Scales Fine Arts Center

For more information on posting materials on campus, see the Office of Student Development.

Chalking on campus streets, sidewalks or walls is prohibited except on the sidewalk between the Magnolia Court and the Benson Center patio.

### *visitation*

Monday-Thursday 10 a.m.-2 a.m.

Friday 10 a.m. to Monday 2 a.m.

For further information, see the residence life and housing *Guide to Community Living*.

# *Wake Forest Judicial System*

## A Statement of Principles and Procedures of the Wake Forest Judicial System

- I. Introduction
- II. Overall Organization of the Judicial System
- III. The Honor and Ethics Council
  - A. Function
  - B. Composition
  - C. Student Members
  - D. Faculty and Administrative Members
  - E. Assignment of Members to Cases
- IV. Board of Investigators and Advisors
  - A. Function
  - B. Composition
  - C. Selection
- V. Judicial Co-Chairs
  - A. Function
  - B. Responsibilities
  - C. Election
- VI. Standards for Academic Honor and Community Responsibility
- VII. Standards of Conduct for Members of the Judicial System
  - A. Code of Ethics for Members of the Honor and Ethics Council
  - B. Oath for Members of the Honor and Ethics Council
  - C. Code of Ethics for Members of the Board of Investigators and Advisors
  - D. Oath for Members of the Board of Investigators and Advisors
- VIII. Felonies
  - A. Procedures
  - B. Sexual Assault
- IX. Procedures of the Honor and Ethics Council
  - A. Honor Code Violations
  - B. Reporting Accusations
  - C. Case Assignment and Investigation
  - D. Rights of the Accused Student in Honor and Ethics Council Hearings
  - E. The Hearing
  - F. Appeals
  - G. Records and Reporting

- X. The Interim Judicial Process
  - A. Purpose
  - B. Procedure
  - C. Rights of the Accused Student in the Interim Judicial Process
  - D. Credit
  - E. Appeals
  - F. Records and Reporting
- XI. Contempt of the Judicial Process
  - A. Violations
  - B. Appeals
- XII. The Judicial Conference and Associate Dean/Judicial Officer
  - A. The Judicial Conference
  - B. The Associate Dean/Judicial Officer
- XIII. Administrative Hearings
  - A. Administrative Jurisdiction
  - B. Alcohol and Drug Cases

## Appendix: The Constitution of the Judicial Council

### I. INTRODUCTION

Wake Forest University is firmly committed to principles of honor and ethical conduct. The Honor Code embodies a spirit of trust which pervades all aspects of student life. Each student's word should be worthy of trust. A violation of this trust is an offense against the community. Membership in the student body signifies a student's commitment to the Honor Code and judicial system. It is the responsibility of every student to act honorably in all phases of student life, to understand student rights and responsibilities, and to preserve the integrity of the Honor Code.

### II. OVERALL ORGANIZATION OF THE JUDICIAL SYSTEM

The judicial system contains three principal bodies: the Honor and Ethics Council, the Board of Investigators and Advisors, and the Judicial Council. The Honor and Ethics Council is the central deliberative body in the system. It is responsible for adjudicating

all honor and conduct cases which are not heard administratively (cf. Section XIII for administrative hearings). The Board of Investigators and Advisors has two functions: members of this board both investigate and present cases before the Honor and Ethics Council and also advise and represent accused students in all phases of an investigation and hearing. The Judicial Council (among its other responsibilities) hears appeals from the Honor and Ethics Council, according to procedures set forth in its Constitution (cf. Appendix: The Constitution of the Judicial Council).

### III. THE HONOR AND ETHICS COUNCIL

#### A. FUNCTION

As stated above, the Honor and Ethics Council is the central deliberative body in the judicial system. It is responsible for adjudicating all honor and conduct cases which are not heard administratively. Its task is to find the truth and render fair judgments.



## B. COMPOSITION

For any given hearing, the Honor and Ethics Council is composed of seven persons: four (4) undergraduate students, two (2) faculty members, and one (1) person from the administration. These persons are drawn from larger pools. The student and faculty pools consist of twelve (12) persons each; the administrative pool is defined from year to year.

## C. STUDENT MEMBERS

1. The twelve students who serve on the Honor and Ethics Council will be elected yearly by the student body from a slate of candidates drawn up by a Judiciary Election Committee (defined below). Among the twelve student members there will be three (3) seniors, four (4) juniors, three (3) sophomores, and two (2) freshmen.
2. The Judiciary Election Committee will be made up of seven members: the President of Student Government (who will serve as Chair), the Speaker of the House of the Student Government Legislature, two members of the Student Government Legislature to be elected by the Legislature, the two Judicial Co-Chairs, and one student member of the Judicial Council to be chosen by the Judicial Council.
3. The Judiciary Election Committee will be responsible, under the supervision of the Judicial Council, for devising an appropriate procedure for drawing up the slate. But in general, it will be a process of application by interested students and screening by the Committee.
4. Campaigning will follow guidelines established by the Judiciary Election Committee in consultation with the Judicial Council. Campaigning will be for the purpose of the dissemination of information and will be restricted to public forums in which candidates speak about their qualifications and positions and/or to written statements of these qualifications and positions to be published in appropriate media. Posters and other forms of advertising are specifically prohibited.
5. Election of new student members will take place in the latter part of the spring term for the following academic year. The Judiciary Election Committee will present to the student body a slate consisting of six rising seniors, eight rising juniors, and six rising sophomores. In the election, voting will be by class: rising senior students will vote for three candidates, rising juniors for four, and rising sophomores for three. The three rising senior candidates with the most votes will be elected, and likewise the four rising juniors and three rising sophomores.
6. Freshmen members will be elected in the fall term as soon as possible after the election for Student Government Legislature. The Judiciary Election Committee will be responsible for presenting to the freshmen class a slate consisting of four freshmen. In the election, students will vote for two candidates. The two candidates with the most votes will be elected.
7. All applicants for membership on the Council (except for the freshmen elected in the fall) must have, at the time of application, a Wake Forest GPA of no less than 2.0, and no honor code violations. Applicants must also disclose to the Judiciary Election Committee any judicial offenses on their records. Such offenses may be grounds for disqualification, at the discretion of the Judiciary Election Committee.
8. At any given time, a student may serve on only one of the following: the Honor and Ethics Council, the Board of Investigators and Advisors, and the

Judicial Council. However, students may apply at the same time for membership on the Honor and Ethics Council and the Board of Investigators and Advisors (cf. Section IV.C).

9. Students are elected to the Honor and Ethics Council for one academic year but may serve any number of terms. Current members who wish to continue for another year must reapply, secure reappointment to the slate, and be reelected.

#### D. FACULTY AND ADMINISTRATIVE MEMBERS

1. Faculty appointments to the Honor and Ethics Council are the responsibility of the dean of the College. Faculty are appointed to three-year terms, staggered so that only one-third are new to the Council each year. There will therefore be a total pool of twelve members at any one time. Faculty will not ordinarily serve on both the Honor and Ethics Council and the Judicial Council. No person shall hear a case before the Honor and Ethics Council and also its appeal before the Judicial Council.
2. The vice-president for student life and instructional resources will be responsible each year for designating the administrative members to serve on the Honor and Ethics Council. In contrast to faculty and student members of the Council, the administrative members may serve concurrently on the Honor and Ethics Council and the Judicial Council, subject to the restriction indicated above, that no person shall hear a case before the Honor and Ethics Council and also its appeal before the Judicial Council. The vice-president may also appoint faculty members (including emeriti faculty) with significant experience in the Wake Forest judicial system to fill administrative positions on the Council.

#### E. ASSIGNMENT OF MEMBERS TO CASES

All members of the Honor and Ethics Council have equal standing and will in principle be competent to hear any case. Assignment of individuals to a particular hearing panel by a co-chair will generally be based on availability and equal distribution of the caseload. However, the need to avoid conflicts of interest will be proper grounds for the co-chair to choose or to eliminate a member in a particular case.

### IV. BOARD OF INVESTIGATORS AND ADVISORS

#### A. FUNCTION

The Board of Investigators and Advisors has two principal functions: 1. Members of the Board investigate and present cases before the Honor and Ethics Council; 2. Members of the Board also advise and represent accused students in all phases of an investigation, hearing, and appeal. For each case, one member of the Board is assigned to one of these tasks and another to the other. Members of the Board may also advise and represent accused students in administrative hearings. (In hearings of both types, the accused may decline the assistance of an advisor and may speak for himself or herself during the hearing.)

#### B. COMPOSITION

The Board of Investigators and Advisors is composed of twelve undergraduate students.

#### C. SELECTION

1. The twelve members of the Board are appointed yearly by the Judiciary Election Committee. Freshmen are not eligible for membership. There are no restrictions on how the twelve members are distributed among the other three classes.
2. The Judiciary Election Committee that appoints the Board of Investigators and Advisors is the same body that draws up the slate of candidates for the Honor and Ethics Council.

3. The procedure for appointment shall be as follows: the Judiciary Election Committee will receive all applications for membership on the Honor and Ethics Council and the Board of Investigators and Advisors at the same time. Following procedures that it has devised in consultation with the Judicial Council, it will then screen the applicants for membership on the two bodies. The Committee will then appoint the twelve members of the Board of Investigators and Advisors. After that Board is established, the Committee will draw up the slate of candidates for the Honor and Ethics Council as set forth above.
4. Students may apply for membership on the Honor and Ethics Council, or the Board of Investigators and Advisors, or both. If the application is to both, appointment to the Board of Investigators and Advisors or to the slate of candidates for the Honor and Ethics Council will be at the discretion of the Judiciary Election Committee.
5. All applicants for membership on the Board of Investigators and Advisors must have, at the time of application, a Wake Forest GPA of no less than 2.0, and no honor code violations. Applicants must also disclose to the Judiciary Election Committee any judicial offenses on their records. Such offenses may be grounds for disqualification, at the discretion of the Judiciary Election Committee.
6. Students are appointed to the Board of Investigators and Advisors for one academic year, but may serve any number of terms. Current members who wish to continue for another year must reapply and secure reappointment.

## V. JUDICIAL CO-CHAIRS

### A. FUNCTION

The judicial co-chairs are two undergraduate students. They, in conjunction with the Office of the Dean of Student Services and the Associate Dean/Judicial Officer, have broad responsibility for the proper functioning of the judicial system, and in particular of the Honor and Ethics Council and the Board of Investigators and Advisors. (For the Judicial Officer, cf. Section XII.)

### B. RESPONSIBILITIES

1. The co-chairs meet at least once a week with the judicial officer in a judicial conference. The judicial conference determines how relevant cases are to be handled. It is also the judicial conference that makes any formal charge. If it is determined that a case is to proceed to a hearing before the Honor and Ethics Council, the conference assigns the case to one member of the Board of Investigators and Advisors for investigation, appoints one member of the Board of Investigators and Advisors to be the advisor to the accused, and determines which co-chair will have primary responsibility for the case. The co-chair may consult with the accused in appointing an advisor.
2. During the time of the investigation, the co-chair is the coordinator for all involved, including, particularly, the investigator, the advisor, and the accused. At the appropriate time, the co-chair makes arrangements for the hearing. This includes designating the seven members of the Honor and Ethics Council who will hear the case. In selecting these members, the co-chair may appropriately consult with the other co-chair and with the judicial officer.
3. During the hearing, the co-chair presides and may participate freely in the questioning. But he or she will not be present



- at deliberations, and will not have a vote.
4. The co-chair should always bear in mind that the purpose of the hearing is to establish the truth of the case. The presiding co-chair has the primary responsibility for keeping the proceedings directed toward that end.
  5. In the event of an appeal, the co-chair may be asked to present an account of the case to the judicial council.
  6. At the end of the academic year, the co-chairs will present a formal report to the Judicial Council on the year's work.

#### C. ELECTION

1. Toward the end of the spring term, one new co-chair will be elected from among and by the current student members of the Honor and Ethics Council. The current co-chair who was himself or herself elected from the Honor and Ethics Council originally will be responsible for holding the election, and will have a vote. There will therefore be thirteen voting members. Any current student member of the Honor and Ethics Council may be a candidate, as may the current co-chair, if he or she will be returning for the next year.
2. At the same time and in the same way, the second new co-chair will be elected from among and by the current members of the Board of Investigators and Advisors. The current co-chair who was himself or herself elected from the Board of Investigators and Advisors originally will be responsible for holding this election, and will have a vote. There will therefore be thirteen voting members. Any current member of the Board of Investigators and Advisors may be a candidate, as may the current co-chair, if he or she will be returning for the next year.
3. These elections must precede the appointment of the next year's members of the Board of Investigators and Advisors by the Judiciary Election Committee and the election of the next year's members of the Honor and Ethics Council.

#### VI. STANDARDS FOR ACADEMIC HONOR AND COMMUNITY RESPONSIBILITY

1. Wake Forest considers adherence to the Honor Code and maintenance of a sense of social and community responsibility to be integral to the mission of the University. The Honor Code concerns itself primarily with the academic integrity of the institution and its students, and covers cheating, deception, stealing, plagiarism, dishonesty, and contempt, in the academic context. Conduct cases involve violations of the University's standards of community responsibility.
2. Wake Forest's standards for academic honor are applicable to the student in every academic pursuit, whether on campus or off. Any act committed while engaged in an academic endeavor which violates these standards becomes a proper subject for review by the judicial system.
3. Wake Forest does not actively monitor the social actions of students beyond the University campus. However, in community responsibility cases the scope of the University's authority reaches beyond the campus when a student's conduct adversely affects the integrity of the Wake Forest student body or threatens the health, safety, or welfare of other members of the Wake Forest community. The University's standards of community responsibility extend to circumstances in which students attend Wake Forest events, participate in University sponsored off-campus

educational and social programs, use University property, represent the University, or participate in any activity in which a student's identity is clearly associated with the name of the University or any of its affiliated groups.

## VII. STANDARDS OF CONDUCT FOR MEMBERS OF THE JUDICIAL SYSTEM

### A. CODE OF ETHICS FOR MEMBERS OF THE HONOR AND ETHICS COUNCIL

1. A member's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.
2. No member should mention, comment upon, or discuss a case in any manner except when the Council itself is sitting to consider the case. This applies to both open and closed proceedings. When the accused has elected an open hearing, the judicial co-chair in charge of the case or the judicial officer may discuss issues publicly raised by the accused.
3. A member should refrain from learning about the case prior to the hearing.
4. A member should not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism.
5. A member should disqualify himself/herself from a case if it can be reasonably inferred that he/she is incapable of rendering an impartial judgment.
6. When considering a case, a member should always bear in mind that he/she is deciding whether a particular University policy, regulation, or statute has been violated. A member, however, should consider the welfare of the individual and the integrity of the College community in setting sanctions for violations.
7. Violations of this Code of Ethics should be reported to the Judicial Council.

### B. OATH FOR MEMBERS OF THE HONOR AND ETHICS COUNCIL

Each newly elected student member of the Honor and Ethics Council, on an individual basis, will take the following oath to be administered by the dean of student services or his/her designee:

*I do solemnly affirm that I will work to the best of my ability as a member of the Honor and Ethics Council to render fair judgments, that I will observe the Code of Ethics, that I will adhere to the University's judicial policies and to the rules and regulations of the University, and that I will always be mindful of the interests of the student, as well as the interests of the University and the public.*

### C. CODE OF ETHICS FOR MEMBERS OF THE BOARD OF INVESTIGATORS AND ADVISORS

1. A member's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.
2. A member should always bear in mind, both when investigating a case and presenting it before the Honor and Ethics Council and when advising an accused student, that his/her primary responsibility is to discover the truth and to present the facts of the case to the Honor and Ethics Council in a clear and cogent manner.
3. A member should represent accused students to the best of his/her ability within the bounds of Wake Forest University policies and procedures.
4. A member should not knowingly advance a claim or defense if it cannot be supported by a good faith argument based upon University policies and procedures.
5. A member should maintain and protect confidential information concerning the accused student unless the disclosure is permitted by the student, the

disclosure is necessary to carry out good faith representation, or the information concerns criminal activity unrelated to conduct giving rise to the charges under review.

6. A member should not knowingly conceal or obstruct access to facts or evidence necessary for consideration of a case, make a false statement, use perjured testimony, or counsel a student in conduct which he/she knows is unlawful or a violation of University policy.
7. A member should not discuss the case or cause another to discuss the case with any member of the hearing panel. It is expected that the two members appointed to a particular case, one to investigate and one to advise, will be in regular communication about investigation, both with each other and with the co-chair.
8. Violations of this Code of Ethics should be reported to the Judicial Council.

#### D. OATH FOR MEMBERS OF THE BOARD OF INVESTIGATORS AND ADVISORS.

Each newly appointed member of the Board of Investigators and Advisors, on an individual basis, will take the following oath to be administered by the dean of student services or his/her designee:

*I do solemnly affirm that I will work to the best of my ability as a member of the Board of Investigators and Advisors to discover the truth and to represent accused students fairly, that I will observe the Code of Ethics, that I will adhere to the University's judicial policies and to the rules and regulations of the University, and that I will always be mindful of the interests of the student, as well as the interests of the University and the public.*

## VIII. FELONIES

### A. PROCEDURES

Cases concerning charges which give rise to criminal felony charges in local, state, and federal courts are referred to the vice-president for student life and instructional resources who determines whether the case should be referred to the appropriate hearing panel, delayed pending the outcome of criminal proceedings, or heard administratively. Cases heard in an administrative hearing by the vice-president for student life and instructional resources can be appealed to the Judicial Council.

### B. SEXUAL ASSAULT.

In cases of sexual assault, whether heard in an administrative hearing or by the Honor and Ethics Council, the alleged victim has the option of selecting up to two members of the Wake Forest community to accompany him/her during the hearing process. These individuals may be a BIA member, PREPARE Student Advocate or Facilitator, a counselor, or friend. The support people are to be identified in advance and designated by the associate dean/judicial officer.

## IX. PROCEDURES OF THE HONOR AND ETHICS COUNCIL

### A. HONOR CODE VIOLATIONS

Cheating, plagiarism, stealing, deception, academic misconduct, and contempt are considered violations of the Honor Code. These terms should be construed to have their ordinary, non-legal meaning.

#### 1. The term "cheating" includes

- (a) providing or receiving unauthorized assistance in academic endeavors (e.g., quizzes, tests, examinations, reports, term papers),
- (b) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments, or



(c) the use, without permission, of tests or other academic material belonging to a member of the University faculty or staff.

2. “Plagiarism” is a type of cheating. It includes:

- (a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without complete acknowledgment of the source,
- (b) the unacknowledged use of materials prepared by another agency or person providing term papers or other academic materials,
- (c) the non-attributed use of any portion of a computer algorithm or data file, or
- (d) the use, by paraphrase or direct quotation, of online material without complete acknowledgment of the source.

When faced with conflicting definitions of plagiarism during a case, the Honor and Ethics Council will adopt the definition established for use in the department/course by the department or professor involved in the case.

3. The term “stealing” includes:

- (a) the unauthorized taking, misappropriation, or possession of any property belonging to, owned by, or maintained by the University, an organization, or another individual, or
- (b) the possession, retention, or disposal of stolen property.

4. The term “deception” includes any false or deceiving representation. In the academic context, such representations include:

- (a) any attempt to avoid meeting the stated course requirements, such as making false statements to avoid taking examinations at the scheduled times or to avoid turning in assignments at the scheduled times,
- (b) listing sources in a bibliography not directly used in the academic exercise, or

(c) submitting falsified, invented, or fictitious data or evidence, or concealing or distorting the true nature, origin, or function of data or evidence.

In the social context, deceptive representations include:

- (a) making a false statement to a University official, including Residence Advisors, or
- (b) presenting a false identification.

5. The term “academic misconduct” includes:

- (a) the violation of University policies by tampering with grades,
- (b) taking part in obtaining or distributing any part of an unadministered academic exercise,
- (c) any attempt to gain access or to aid another in gaining access to any computer account other than one’s own without proper authorization, or
- (d) any attempt to gain access or to aid another in gaining access, without proper authorization, to department offices, faculty offices, laboratories, or any other place where unadministered assignments are kept.

6. The term “contempt” includes:

- (a) instances of perjury (giving false testimony), or
- (b) acts which otherwise obstruct the judicial process.

Note: Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done in the context of computing as they are in all other aspects of University conduct.

## B. REPORTING ACCUSATIONS

1. Violations are reported to the Judicial Officer or to the dean of the College in writing within ten (10) school days of the date on which a breach of the honor system comes to the attention of the student, faculty member, or University official reporting the incident. All reports must

- be signed and must answer four questions:
- (a) What is the nature of the alleged violation?
  - (b) Who did it?
  - (c) When and where did it occur? and
  - (d) How did it come to the attention of the person reporting it?
2. The accused must be informed in writing of the accusations at least 24 hours before the investigator begins the investigation. The accused may waive this right and allow the investigation to begin immediately.

#### C. CASE ASSIGNMENT AND INVESTIGATION

1. The Judicial Conference determines how relevant cases are to be handled. It is also the Judicial Conference that makes any formal charge(s). If it is determined that a case is to proceed to a hearing before the Honor and Ethics Council, the Conference assigns the case to one member of the Board of Investigators and Advisors for investigation, appoints one member of the Board of Investigators and Advisors to be the advisor to the accused, and determines which co-chair will have primary responsibility for the case. The co-chair may consult with the accused in appointing an advisor. (Cf. Section V.B.1.)
2. During the course of the investigation, the co-chair assigned to the case coordinates the pre-hearing process in a way that assures complete and thorough investigation, makes arrangements for the hearing, and designates the seven members of the Honor and Ethics Council who will hear the case.
3. The accused is informed of the results of the investigation and of the charges. Within five (5) school days after charges are brought, the co-chair sets a date for the hearing.

4. If a hearing is held, the investigator presents his/her findings to the Honor and Ethics Council.

Note: The results of an investigation may lead to charges being dropped or modified. In order to assure that only those cases which have merit proceed to hearing, the accused should endeavor to cooperate with the investigator in answering all questions pertaining to his/her investigation of the case. In hearing appeals the Judicial Council will consider an accused student's unwillingness to cooperate with an investigator as representing a lack of good faith in supporting the truth-finding process, and will impose upon him/her the burden of proving to the Judicial Council's satisfaction that the initial hearing was unfair.

#### D. RIGHTS OF THE ACCUSED STUDENT IN HONOR AND ETHICS COUNCIL HEARINGS

1. The student has the right to counsel. An advisor will be assigned by the judicial co-chairs from the Board of Investigators and Advisors. If the student wishes, he/she may instead choose any one currently enrolled Wake Forest undergraduate student to work as the advisor. A student may always choose to represent himself/herself. The Judicial Council strongly recommends that accused students utilize their assigned advisors, though the decision to do otherwise will not be considered during the deliberative process.
2. The student shall not be compelled to testify and the failure to testify shall not be held against him/her. The investigator shall not comment on the student's failure to testify.
3. The student shall be informed of the investigation after the appointment of the investigator and advisor from the Board of Investigators and Advisors.

4. The student shall be informed of the results of an investigation of which he/she is the subject.
5. No hearing shall take place sooner than five (5) school days after the student is notified of the charges. The student may waive this right for purposes of expediency. If a student wishes to waive his/her right, he/she must submit a written request to either the investigator or the chairperson and sign a waiver statement.
6. The student has the right to choose between an open and a closed hearing. Note: "Open hearing" is defined as a hearing at which the following are present: all necessary parties for a decision, one or two undergraduate student staff members of the Old Gold and Black, the chair of the Student Government Judiciary Committee, any member of the Judicial Council, and up to twelve Wake Forest undergraduate students, six of whom may be designated by the accused and six of whom by the complaining party(ies). The request for an open hearing must be presented in writing to the appropriate chairperson no less than three (3) school days before the scheduled meeting.
7. The student has the right to be present at all times and at all phases of the hearing except deliberation.
8. The student has the right to request that the hearing be reopened upon the written presentation of germane new evidence. The members of the Judicial Conference shall determine whether the hearing will be reopened.
9. The student has the right to appeal any decision to the Judicial Council.
- (2) faculty members, and one (1) person from the administration. These persons are appointed by the co-chair from the larger pools of members. (Cf. Section III.B.)
2. The assigned co-chair presides at the hearing and may participate freely in the questioning, but he or she will not be present at deliberations, and will not have a vote. The hearing is held within a reasonable period of time, but not before five (5) days after the notification of charges. If a closed hearing is held, only the presiding co-chair, the investigator, members of the Honor and Ethics Council, the accused, and his/her advisor may be present. As appropriate, the advisor acts as spokesperson for the accused. A witness may be present only during his/her testimony. In cases where more than one individual is charged with a violation arising out of a single incident, each student may request an individual hearing. The request should be presented to the presiding co-chair in the form of a written statement at least five (5) days in advance of the hearing date. The co-chair presents the petition to the judicial conference. The judicial conference decides whether the petition is granted. In cases where there are several charges arising from a single incident and no requests for individual hearings are made, the judicial conference determines whether the individuals are heard together or separately.
3. The Honor and Ethics Council has the power to require the presence of the accused and witnesses and to obtain articles and documents of evidence within the Wake Forest community. If a student who is requested to appear through direct oral or written communication from the co-chair or the investigator does not appear, he/she may be found in contempt of the judicial process.

#### E. THE HEARING

1. The hearing panel for each case consists of seven (7) members of the Honor and Ethics Council. Each panel is composed of four (4) undergraduate students, two



4. Signed statements may be introduced as evidence, but only if the witness whose statement is submitted is unavailable for the hearing. The co-chair must approve the absence of a necessary witness in order for a statement from that person to be admissible. The party who intends to offer such a statement must present a copy of the statement to the other party and to the co-chair at least twenty-four (24) hours before the hearing.

Note: The absence of a witness does not necessarily compromise a fair hearing. Written statements can and should be utilized at hearings where a witness for good cause cannot attend the hearing. Both the accused and the investigator must explain to the hearing chair the need for calling a witness to testify and the expected testimony of each witness. The hearing chair should refuse to compel the attendance of any witness whose presence appears unnecessary, repetitive, or irrelevant to decide the case.

5. Each party may request witnesses to testify during the presentation of evidence in the case. The accused and the investigator should submit a list of witnesses at least five (5) school days before the hearing. During the hearing, witnesses may be questioned by the investigator, the accused, the co-chair, and the members of the Honor and Ethics Council.
6. In an opening and a closing statement, the investigator and the accused are entitled to summarize the facts as viewed from their perspective, to suggest lines of inquiry which should be pursued by the hearing panel, to make observations consistent with the testimony or anticipated testimony of witnesses, and to advance a plausible theory of the case.
7. The co-chair keeps order during the hearing, rules on the relevancy of evidence, and asks questions of the witnesses. In his/her rulings, he/she should

be guided by principles of reasonableness and fairness, and not by the technical rules of the civil or criminal law.

8. The co-chair has the authority to declare a recess at an announced time. Objection to a recess by the accused or the investigator can be overruled only by a five-sevenths vote of the panel. During a recess, the panel shall not comment about or discuss the case.
9. The hearing procedure is as follows:
 

Prior to the hearing, the panel reviews reports and documents concerning the case.

  - (a) The co-chair begins the hearing by informing the accused of his/her rights in the hearing and asking him/her to acknowledge his/her understanding of the rights. The co-chair then reads the charge(s) against the accused and asks him/her to enter a plea of guilty or not guilty.
  - (b) If the plea is not guilty, first the investigator and then the accused may each make an opening statement to the panel.
  - (c) After the opening statements, the co-chair calls witnesses requested by the investigator and the accused.
  - (d) Each witness is sworn in by an affirmative response to the following: "Do you solemnly (swear or affirm) that, to the best of your knowledge, the information you are about to give is the whole truth?"
  - (e) After a witness has been sworn in, under the direction of the co-chair, the witness may be questioned by the investigator, by the accused, and by members of the panel. The purpose of the questioning is to discover the truth. The co-chair will encourage questions that tend toward that goal; he/she will disallow questions that are irrelevant, unnecessary, or repetitious.

(f) When questioning of a witness is complete, the co-chair instructs the witness to remain available until the hearing is complete. A witness may be dismissed if all present agree that the witness will not need to be recalled.

(g) After all witnesses have been questioned, the co-chair recalls any witness requested by the panel. The co-chair also recalls witnesses requested by the investigator or the accused if he/she rules that the questions to be asked are relevant and necessary.

(h) When all witnesses have been questioned, first the investigator and then the accused may each make a closing statement.

(i) After the closing statements, the co-chair reminds the panel of the charges, and states that only evidence relevant to the subject of the hearing may be considered in establishing guilt, and that in order to find the accused guilty, five-sevenths of the panel must believe that the charges have been proven true by clear and convincing evidence. The co-chair may not comment on any of the evidence.

(j) After the co-chair has made his/her statement, the panel withdraws to deliberate and to make its decision by secret ballot. The co-chair is not present for this deliberation. Instead, he/she designates one of the four student members on the hearing panel to preside over the deliberations. This person participates freely in the discussion, but has the added responsibility of insuring that the deliberations proceed in an orderly and appropriate manner. In voting, this person has the same status as the other six members of the panel. If the panel subsequently considers a sanction, this person continues to preside in the same capacity. In the event of an appeal,

he/she may be asked to appear before the Judicial Council.

(k) In cases involving the charge of deception, the hearing panel may rule that the charge is not worthy of an honor offense.

(1) A five-sevenths majority is required for a decision regarding guilt or innocence. Upon reaching a decision, the panel reports it to the co-chair. The co-chair calls back together the investigator, the accused and his/her advisor, and the panel and reports the decision to the accused.

#### 10. Sanctioning.

(a) If the accused has been found or pled guilty, the investigator and the accused, in that order, suggest to the panel a sanction appropriate to the violation and give reasons for their recommendations. The investigator and the accused may present evidence to support their recommendations. If evidence or testimony is to be presented, the presentation proceeds as outlined above.

(b) After hearing evidence, testimony, and final recommendations regarding sanction, the panel withdraws for deliberations. The panel considers an appropriate sanction and will adhere to any presumptive sanction authorized by University policy unless the panel finds the presence of unusual circumstances that warrant deviation from the presumptive sanction. Panels not imposing presumptive sanctions should be prepared to defend their decision.

(c) The presumptive sanction for violation of the Honor Code shall consist of a suspension from the University for a full academic semester (summer sessions excluded). When mitigating factors outweigh aggravating factors, the presumptive sanction may be reduced. When aggravating factors

outweigh mitigating factors, the presumptive sanction may be increased. Mitigating factors which may be considered by the hearing panel include:

- i. Evidence that the offender acted in a negligent rather than purposeful manner in committing the offense;
- ii. Evidence that the presumptive sanction will cause hardship well beyond what the average student would endure;
- iii. Evidence that the offender made a genuine attempt to rectify a wrong committed and to make restitution before the offense was brought to the attention of judicial authorities;
- iv. Evidence that the offender confessed wrongdoing before the hearing began.

Aggravating factors which may be considered by the hearing panel include:

- i. Evidence of prior offenses of University policy;
- ii. Evidence that the offender attempted to conceal the offense from recognition by the community;
- iii. Evidence that the offender attempted to wrongfully influence the investigation or the judicial process;
- iv. Evidence that the offender refused to cooperate with the investigation and hearing of the case;
- v. Evidence that the offender does not appreciate the nature or gravity of the offense;
- vi. The seriousness of the offense.

(d) In all judicial actions where suspension is the penalty, the presumptive semester for the suspension is the one following that in which the decision is rendered (omitting summer sessions): a spring decision expects a fall suspension, a fall decision expects a spring suspension. This policy does not apply to seniors in their final term. For these

persons the presumptive semester of suspension is the term in which the decision is rendered. (The policy also does not apply in drug cases: cf. Section XIII: Administrative Hearings.)

(e) The minimum penalty for any violation of the Honor Code is probation. A sanction of probation means that the student shall not represent the University in any official or established capacity.

(f) The sanction for cheating also includes a recommendation to the Committee on Academic Affairs that a grade of F be assigned in the course involved. A grade of F assigned by the Committee on Academic Affairs as a result of an honor violation and at the request of the hearing panel remains on the record of the student even if the course involved is repeated for credit. The hearing panel may, however, when making its recommendation to the Committee on Academic Affairs, request that an assigned F be replaced upon successful repetition of the course involved.

(g) The penalty for a second violation of the honor system shall be expulsion unless the Honor and Ethics Council panel, by a five-sevenths vote, reduces the expulsion to suspension.

(h) A five-sevenths majority is required for a decision regarding a sanction. Upon reaching a decision, the panel reports it to the co-chair. The co-chair calls back together the investigator, the accused and his/her advisor, and the panel and reports the decision to the accused. The sanction is final unless the student appeals to the Judicial Council.

#### F. APPEALS

1. All appeals are made to the Judicial Council by the accused student or his/her assigned advisor.



2. The accused student must present to the Judicial Council, at the Office of the Dean of the College, his/her appeal within five (5) days following the decision by the Honor and Ethics Council.
3. Grounds for appeal from a decision of the Honor and Ethics Council are
  - (a) the fairness of the hearing,
  - (b) the sufficiency of the evidence to support the decision of the Council,
  - (c) the appropriateness of the sanction.
4. Where an appeal is allowed by the Judicial Council, the designated hearing co-chair and the student designated to preside over deliberations may be asked to appear as spokespersons for the Honor and Ethics Council.
3. If the accused is found not guilty, all evidence and records pertaining to his/her case which mention his/her name are sealed and stored, and then destroyed at the end of the academic year.
4. Wake Forest University retains and discloses, upon student release or as compelled by legal process, only those undergraduate disciplinary records which involve violations of University policies regarding the Honor Code, academic dishonesty, sexual misconduct, drugs and controlled substances, excessive and/or harmful use of alcohol, felonious conduct, and actions resulting in suspension or expulsion. Because it views all other cases as presenting educational opportunities for personal growth and development, the University does not retain such judicial records after graduation.

#### G. RECORDS AND REPORTING

1. Taped records and written summaries of all investigations and hearings are kept in the Office of the Dean of Student Services. Records of closed hearings are available only to the members of the Honor and Ethics Council, the accused, the Judicial Officer, and Judicial Council members. Taped records must be kept for at least one year after the hearing or appeal, and written records are kept indefinitely. Records associated with Judicial Council hearings are kept by the Secretary of the Judicial Council.
2. After every closed hearing, the Judicial Officer reports to the Old Gold and Black the nature of the violation, the decision, and any sanction imposed. No names are divulged. In cases where the student elects an open hearing, the presiding co-chair may comment on issues publicly raised by the accused. No member of the Honor and Ethics Council or the Board of Investigators and Advisors may make any statements, public or private, pertaining to a case. The Old Gold and Black is allowed to report fully on any open hearing.

#### X. THE INTERIM JUDICIAL PROCESS

##### A. PURPOSE

During the time period beginning with the last day of classes in the spring semester and ending with the beginning of classes in the fall semester, the interim judicial process shall be presented as an option to any accused student to provide hearing and judgment. The interim process may be used at other times when the Honor and Ethics Council is not available at the discretion of the dean who would hear the case.

##### B. PROCEDURE

1. The interim judicial process will provide a hearing before the dean of the College or his/her designee in honor cases and the dean of student services or his/her designee in community responsibility cases. In cases where the dean chooses not to act alone due to the complexity or the severity of the case, he/she may choose to convene a panel. The panel will be composed of the dean, a faculty

member, and a student (if a student is available). Students should be chosen from a list of qualified students identified by the Honor and Ethics Council as being available during the interim. Should none of these students be available, the dean may choose any available student that he/she feels is qualified. Cases in the interim process will be investigated by the judicial officer or by a member of the Board of Investigators and Advisors.

2. When a student is charged, the appropriate dean will assist the student in securing an advisor, if possible from the Board of Investigators and Advisors.
3. The judicial officer presents the charge against the student. Witnesses may be brought, but written statements are acceptable from witnesses unable to appear at the hearing.
4. In sanctioning, the interim panel should take into consideration the guidelines given in section IX.E.10 of this document ("Sanctioning"). The presumptive semester for suspension is the one following the interim hearing; hearings during the summer expect a fall suspension.

#### C. RIGHTS OF THE ACCUSED STUDENT IN THE INTERIM JUDICIAL PROCESS.

1. The student has the right to counsel, as in the normal hearing procedure. The person chosen to act as counsel must be a currently enrolled undergraduate Wake Forest student. A student may always choose to represent himself/herself.
2. The student shall not be compelled to testify, and the failure to testify shall not be held against him/her.
3. No hearing shall take place sooner than five (5) school days after the student is informed of the specific charges. The student may waive this right for purposes of expediency by signing a waiver statement.

4. The student has the right to be present at all times and at all phases of the hearing except deliberation.
5. The student has the right to request that the hearing be reopened upon the written presentation of germane new evidence. The dean presiding over the interim judicial process shall determine whether the hearing will be reopened.
6. The student has the right to appeal any decision to the Judicial Council under the normal procedures of that body.

#### D. CREDIT

If a student is enrolled in a course(s) while a judicial action is pending, credit for the course(s) may be withheld until the case is resolved.

#### E. APPEALS

Appeals can be based only on issues of the fairness of the hearing, the sufficiency of the evidence to support the decision, the appropriateness of the sanction, or the failure of the panel to follow the rules set forth in the establishment of the interim judicial process. Deviation of the interim judicial process from the normal procedures is not grounds for appeal.

#### F. RECORDS AND REPORTING

Taped and written outline records of all hearings are made by the dean involved in the case and maintained by the judicial officer.

### XI. CONTEMPT OF THE JUDICIAL PROCESS

This regulation applies equally to all persons involved in the proceedings or hearings of the Honor and Ethics Council, the interim judicial process, administrative hearings, and the Judicial Council.

#### A. VIOLATIONS

The following constitute acts of contempt of the judicial process:

1. Failure to comply with the instructions or orders of a duly authorized judicial body or agent;
2. Failure to fully perform disciplinary measures imposed;
3. Perjury;
4. Failure to appear before the hearing panel or judicial officer;
5. Any act which obstructs or hinders the judicial process. Any judicial body or agent may issue a charge of contempt. Charges of contempt are to be referred to the Judicial Conference for further action.

#### B. APPEALS

Appeals from cases of contempt are to be heard in the same manner as other appeals.

### XII. THE JUDICIAL CONFERENCE AND ASSOCIATE DEAN/JUDICIAL OFFICER

#### A. THE JUDICIAL CONFERENCE

1. The duties of the Judicial Conference include
  - (a) coordinating the work of the judicial system,
  - (b) determining the path that a case will take through the judicial system,
  - (c) planning and implementing orientation sessions for the Honor and Ethics Council and the Board of Investigators and Advisors under the supervision of the Judicial Council.
2. The Judicial Conference meets no less than once a week during the school year. The meeting time is established at the beginning of each year. (Cf. Section V.B.)

#### B. THE ASSOCIATE DEAN/JUDICIAL OFFICER

The judicial officer advises those involved in the judicial system and coordinates and facilitates the work of all judicial

bodies. The judicial officer works with the judicial co-chairs, deans, and the Judicial Council to assure efficient and just operation of the judicial process. In addition, the judicial administrator serves as secretary of the Judicial Conference (ex officio member.) The duties of the judicial officer include

1. receiving reports from the dean of student services regarding student community responsibility violations;
2. convening, hearing, and setting sanctions in all cases recommended to receive an administrative hearing;
3. assisting student investigators in their investigation of cases, which may include securing statements, documents, or reports; assuring that student advisors and the accused are provided with the same information;
4. maintaining all judicial records and case files;
5. assuring the satisfactory completion of sanctions;
6. assisting in the design and implementation of orientation and education programs for the Honor and Ethics Council and the Board of Investigators and Advisors;
7. preparing reports to all relevant bodies/individuals which summarize judicial action;
8. teaching workshops about academic dishonesty and civic responsibility;
9. mediating disputes between parties which the Judicial Conference decides do not warrant a formal investigation.

### XIII. ADMINISTRATIVE HEARINGS

#### A. ADMINISTRATIVE JURISDICTION

The dean of student services or his/her designee may, and normally will, hear conduct cases administratively when the presumptive sanction for all charged offenses in a case does not exceed 60 hours of community service and a \$150 fine (any increases caused by prior offenses must still be at or below these figures). If the dean or



his/her designee chooses to assume jurisdiction over a case where the total presumptive sanctions exceed this limitation, he/she may only impose this maximum sanction upon a finding(s) of responsibility. When the dean or his/her designee chooses not to exercise jurisdiction, such conduct cases will be sent to the Judicial Conference for a final determination of appropriate case path. In making such a decision the Judicial Conference should consider whether the nature and gravity of the case warrants a referral to the Honor and Ethics Council. If the Conference chooses to assign the case for administrative hearing, a request from the accused student for an Honor and Ethics Council hearing will be granted.

#### B. ALCOHOL AND DRUG CASES

1. By resolution of the University Board of Trustees, the dean of student services is authorized to hear and determine all cases involving student social conduct offenses which the dean has reason to believe were committed by a student who was under the influence of alcohol or drugs. If upon investigation, the dean of student services determines that the offense was not committed by an offender under the influence of alcohol or drugs, the dean will refer the offense for other appropriate procedures within the undergraduate judicial system. In hearing these cases the dean acts in accord with hearing practices set forth in the *Student Handbook*. (See "Hearing Practices for Students Before University Officers," page 82.) The dean or the dean's designee may invoke all necessary and appropriate sanctions and conditions ranging from warning and mandated counseling to expulsion. Suspension and expulsion actions must be reviewed and endorsed by the vice-president for student life. Appeals from the determination of the dean are to the Judicial Council.
2. The dean of student services or his/her designee is authorized to hear cases of "illegal manufacture, sale, or delivery/possession with intent to manufacture, sell, or deliver any controlled substance" and cases of "illegal use or possession of controlled substances."
3. Where an honor charge of deception by false identification is connected to an underlying alcohol or drug charge, the dean of student services or his/her designee may hear the honor charge. Where an honor charge stems from deception by false identification in the use, procurement, or distribution of alcohol, and it is a first offense, the dean may withhold the presumptive sanction of suspension. In such cases the dean may impose other sanctions upon such terms and conditions as he/she believes appropriate to prevent recurrence. Any further honor offense will carry the presumptive sanction of a second honor offense.
4. As stated in Section IX.E.10.d the general policy on the presumptive semester for suspension does not apply in drug cases. In these cases the hearing officer should exercise his/her discretion in choosing the appropriate term for suspension, but immediate separation of the student from the University should be the norm. In cases involving first offense misdemeanor possession or use of marijuana, the hearing officer may reasonably assign the following term as the semester of suspension. When this happens, he/she will assign appropriate interim probationary terms and the student will be removed from campus housing for the remainder of the current semester.

## APPENDIX: THE CONSTITUTION OF THE JUDICIAL COUNCIL

### I. MEMBERSHIP

The voting membership consists of thirteen persons: seven (7) faculty members, three (3) administrators, and three (3) students. The quorum for a hearing is seven persons. Each faculty and administrative member of the Council will be appointed by the president of the University upon the recommendation of the dean of the College. These members will serve for an initial five-year term with the option of reappointment for one (1) additional five-year term. While ten years will be the ordinary limit of service, further terms may be allowed at the discretion of the dean and the president. Undergraduate sophomore, junior, and senior students will be eligible for membership on the Council. The terms of service for student members will range, therefore, from a maximum of three (3) years to a minimum of one (1) year in length. These student members will also be appointed by the president upon the recommendation of the dean of the College. At the end of their terms, faculty members may agree to serve as reserve members. Reserve members may be called on when regular members are unavailable for a hearing; no more than two reserve members should be used for any hearing.

The Council will elect a chair from among its faculty and administrative members. The term of service for the Chair will be for an initial period of three (3) years with the possibility of reappointment for no longer than two (2) years. When vacancies occur on the Council, the procedures for filling the vacant positions will be the same as those used for regular appointments.

### II. POWERS

A. To establish and direct the undergraduate judicial system so as to insure justice

and due process to all members of the undergraduate academic community.

- B. To hear appeals on cases from the following hearing bodies: the Honor and Ethics Council, interim hearing panels, and administrative hearings.
- C. To organize and present, at the beginning of each academic year, an orientation program for all persons serving in the undergraduate judicial system. This orientation will be concerned with apprising all members of their full responsibilities and obligations as members of an undergraduate judicial body.
- D. The Judicial Council may adopt further procedures consistent with the provisions of this document.

### III. REVIEW PROCEDURES

- A. Basis of the Appeal: An appeal to the Judicial Council of a decision of a hearing body must be based on the fairness of the hearing, on the sufficiency of the evidence to support the decision of the hearing body, and/or on the appropriateness of the sanction. The Judicial Council hearing considers the appeal; it does not retry the case. The Council will hear as a matter of course any appeal of a decision of a hearing body involving the sanction of suspension or expulsion. In other cases, the Council will decide by a simply majority vote (there being no fewer than seven members present) whether to hear the appeal. In the event that the appeal is declined, the appellant will be notified in writing of the reasons for the Council's decision.
- B. Possible Judicial Council Actions: The Judicial Council may affirm the original decision both as to the verdict and as to the sanction, may affirm the verdict but reduce the sanction, may reverse the verdict (and thus cancel the sanction), or may send the case back to the hearing body for rehearing on the evidence

or for reconsideration of the sanction. In any case in which the verdict is upheld, the sanction is also considered. In matters of procedure, only error amounting to a substantial injustice is a ground for reversal of the verdict of the hearing body.

C. Notice of Appeal: Within five (5) days after the accused is notified of a decision of a hearing body, he/she may file an appeal with the Judicial Council. The appellant in this request for appeal should set forth the reasons why he/she thinks the decision of the hearing body should be reversed or modified.

The request should be submitted to the Judicial Council at the Office of the Dean of the College and, in the case of an Honor and Ethics Council decision, a copy should be sent by the appellant to the judicial co-chair who presided over the hearing.

D. Procedures Prior to the Hearing: The Chair of the Judicial Council will set a time for a hearing on the appeal and will notify the appellant, his/her undergraduate advisor, the appropriate Judicial co-chair (or other hearing body principal), and members of the Judicial Council of the time and place. The appellant will be notified in writing at least seven (7) days before the hearing.

The judicial co-chair (or other hearing body principal) will bring to the Office of the Dean of the College a copy of the records of the hearing, the written evidence introduced at the hearing, and the tape recordings of the hearing and pre-hearing proceedings. The chair of the Judicial Council will make these materials available for study by the members of the Judicial Council and by the appellant and his/her advisor prior to the hearing.

E. Hearing:

1. The following persons will be present at the hearing: the appellant; his/her undergraduate advisor; the judicial co-chair who presided over the original hearing

(or other hearing body principal), and/or his/her representative.

2. Both the appellant (with his/her advisor) and the representative(s) from the Honor and Ethics Council (or other hearing body) may make statements about the procedures at the original hearing and about the evidence.
3. Members of the Judicial Council may ask questions during the proceedings.
4. The hearing will be recorded on audio-tape.
5. At the conclusion of the hearing, the Judicial Council will deliberate in private and a decision will be reached by a majority vote of the Council. The appellant will be notified in writing of the results of the hearing.

## HEARING PRACTICES FOR STUDENTS BEFORE UNIVERSITY OFFICERS

### I. JURISDICTION

University hearing jurisdiction will be assumed in cases indicating that a student needs direct and immediate intervention by University personnel. The vice president for student life and instructional resources\* will have jurisdiction over cases of serious misconduct including willful destruction of property, personal injury and assault, cases of theft of more than \$500 in value, and any other felonious conduct. The dean of student services\*\* will have jurisdiction over cases of misconduct accompanied by abuse of alcohol or drugs. The determination of University hearing jurisdiction is conclusive, unless rendered in an arbitrary manner, and the University officer may refuse jurisdiction of any case even though jurisdiction may be appropriate. Generally, rights accorded to accused students under the student government constitution will be preserved in the administrative hearing, unless specifically stated otherwise. It is important to note that



the administrative hearing, as well as the entire judicial system, is not meant to address grievances between parties who come before it, but only between the accused student and the University.

*\* The vice president for student life and instructional resources may select a designee to serve as University officer for hearing practices cases. Subsequent references to the University officer reflect the vice president for student life and instructional resources or his/her designee.*

*\*\* The dean of student services may select a designee to hear cases under his/her jurisdiction.*

## II. COMPLAINTS

- A. Complaints are referred to the University officer by the associate dean/judicial officer if, in the opinion of the associate dean/judicial officer, they meet basic jurisdictional criteria. The University officer determines if he or she will take jurisdiction and, if so, sends the case back to the associate dean/judicial officer for investigation. If the University does not take jurisdiction, then the case is sent to the judicial conference for processing.
- B. The associate dean/judicial officer\*\*\* investigates the complaint, charges the student, if appropriate, and sends the case back to the University officer.
- C. If interim suspension authority is exercised, the University officer who will hear the charges will not participate in the decision to suspend.

*\*\*\* For cases in which the vice president for student life and instructional resources designates a University officer, an alternative investigator may also be designated.*

## III. RESPONSE

The student may respond to the charges by making an admission of charges; a denial of charges; or a request to delay the hearing until external court matters have been resolved. It is also possible for the University officer to delay, without request, the hearing or the further processing of a charge on the same grounds.

## IV. SCHEDULE

Requirements regarding time and notice for the Honor and Ethics Council will be followed for the University hearing, but the minimum time before the hearing may be reduced at the discretion of the University officer when fairness is not compromised.

## V. HEARING

- A. The hearing will be held privately and confidentially. The University officer may permit non-participants to attend. The hearing will be structured as follows:
  1. The investigator and the accused student (an undergraduate student advisor may serve on his/her behalf) have the opportunity to make an initial statement explaining each person's description of the case and suggested lines of inquiry for the hearing. The investigator and the student are not adversaries in the hearing. The role of the investigator is to present the findings of his/her investigation and to request the presence of necessary witnesses. The student will be best served by an attitude of explanation and willingness to ascertain the truth rather than an aggressive refutation of others' assertions. The University officer has the authority to conduct the hearing in a manner which preserves this spirit of inquiry.
  2. The University officer may, at his/her discretion, request up to four students, faculty, and administrators to assist in the hearing of the case. The panel may

participate in the hearing as requested by the University officer and, at the conclusion, render a recommendation to the University officer.

3. After initial statements, the University officer and the panel, if any, may ask questions of each witness. At the conclusion of questioning of each witness by the University officer and panel, the accused will be asked if he/she is satisfied with the questioning, and if not what should be asked. The University officer will, at his/her discretion, pursue those questions. The accused student can submit the names of witnesses whom he/she would like to have called for the hearing and the University officer will determine the relevancy and necessity of each witness. Character witnesses may not be called to testify, but the student may submit no more than two signed letters of character reference.

4. The accused student may be present during all aspects of the hearing, but the hearing does not necessarily have to be conducted at one session. Rather, it may consist of several individual sessions according to the availability of witnesses and participants.

5. Signed statements can be used as evidence if the University officer rules that they are reliable. However, the complaining party will testify in person.

6. In cases of sexual assault, the alleged victim has the option of selecting up to two members of the Wake Forest community to accompany him/her during the hearing process. These individuals may be a BIA member, PREPARE student advocate or facilitator, a counselor, or friend. The support people are to be identified in advance and designated by the associate dean/judicial officer.

B. The University officer must be persuaded that the charges are true in order to find the student to be responsible for the conduct charged.

#### VI. DECISION

A. The University officer will render a decision after the hearing is concluded and he/she has had adequate opportunity to consult with the panel

B. Sanctions based on charges found to be true will be assessed by the University officer. Presumptive sanctions will be consulted in assessing sanctions.

#### VII. APPEALS

Appeals may be made to the Judicial Council within five (5) days of the announced decision and sanction. The Judicial Council will consider appeals on the basis of these University Hearing Practices and its own constitution and policies.

## *service & facilities*

### ACTIVITIES AND ADVERTISING

The Student Online Magazine—You will find what you're looking for in The Student Online Magazine—your guide to campus activities, Winston-Salem, and beyond. This Web site, <http://student.wfu.edu/home>, is designed by students for students. It pulls together a vast array of information and resources and puts them in one convenient place. Check it out! Editor-in-chief: Francesca Winkler (5291), Benson 502.

WFDD (88.5 FM) is a member of National Public Radio and broadcasts news, classical music, and jazz to the Piedmont 24 hours a day. Jay Banks, station manager (8850)

WAKE Radio is the student-run radio station on campus. It is located in Room 512 of the Benson Center and plays popular, college-list music and announcements 24 hours a day. Valerie Paschall and Todd Cullen, station managers (5192/5129)

Old Gold and Black (OG&B), Wake Forest's weekly student newspaper, is located in Room 518 of the Benson Center. It is distributed every Thursday during the school year in the Benson Center, the post office, and other sites in academic buildings. Tom Clark and Angel Hsu, co-editors-in-chief (5280), Megan Donohue, business manager (5279)

### BIOMEDICAL COMMUNICATIONS AND PRINTING SERVICES

Located on the School of Medicine Campus, this office offers full-service graphics, illustration, photography, and printing. Contact Tom King, 716-7992.

### AUTO REGISTRATION, GATE PROTOCOLS, AND TRAFFIC FINES

All students bringing a motor vehicle to the campus must register the vehicle with the Department of Parking Management (University Police). Vehicle registration is online. To register, log on to WIN. Go to Personal, click on Register your Car. Fill in the form online and submit. Vehicle registration is not complete until the parking decal is displayed on the rear of the vehicle per instructions and the gate pass window decal or authorized hang tag is displayed on the front of the vehicle.

Freshmen and first-year students are required to park in the Student Drive Lot off Polo Road across from campus. The reduced parking fee for freshmen and first-year students is \$100. Students required to park in the Student Drive Lot may park on campus between 5 p.m. and 7:30 a.m., Monday-Friday and from 5 p.m. Friday-7:30 a.m. Monday.

Gate protocols have been established to serve as a deterrent to criminal activity on campus and to assist the public with campus information and parking. Vehicular traffic entering campus at night (between 10 p.m. and 6 a.m.) is monitored by registering visitors and guests.

The vehicles of students, faculty, staff, and regular vendors entering campus during the hours of gatehouse operation (between 10 p.m. and 6 a.m.) must display a front windshield identification in the form of a decal, a visitor pass, or a hang tag in addition to a rear bumper parking decal. Failure to register your vehicle or follow proper procedures could result in a referral to the dean of student's office. Please be reminded that all vehicles on campus must obey the



North Carolina driving laws and especially be reminded that pedestrians have the right of way.

Procedures to register guests are available in the "Traffic Rules and Regulations" brochure published by the parking management office. The brochure, along with a parking map is available online at [www.wfu.edu/police/traffic.html](http://www.wfu.edu/police/traffic.html).

The Department of Parking Management issues a special parking override permit to students who merit special medical parking privileges. In such cases, the student must go to the Student Health Service and be evaluated (at no charge). The student is issued a "Health Service Medical Parking Request" form, which must be presented to the parking management department, indicating how long the student will need special medical parking privileges.

The override permit allows the student to park in designated faculty/staff areas (reserve spaces are excluded). This permit is in addition to his/her regular parking decal. The student is not given a handicapped parking space since these are reserved for permanently handicapped individuals who are state-certified. If a student has chosen off-campus satellite parking he/she is required to purchase a temporary decal during the period he/she will need to park on campus.

#### Parking/Ticket Inquiries

*Hours: 8:30 a.m. – 4 p.m. (6123)*

#### Towed or Malfunctioning Vehicles Information *After 4 p.m. and weekends (5591)*

A student's registration or diploma may be blocked in the case of unpaid parking violations/tickets.

More information regarding auto registration, traffic fines, etc. is in the University traffic rules and regulations pamphlet,

available from the parking management office. (6123)

*Hours: Mon.–Fri. 8:30 a.m.–4 p.m.*

#### BARBER SHOP

Located in Taylor House on the lower level with entrance off of the parking lot across from Brendle Hall. Appointments are advised, but walk-ins are always welcome. (759-2443)

*Hours: Mon.–Fri. 9 a.m.–5 p.m.*

#### BRIDGER FIELD HOUSE COLLEGE STORE

Located at Groves Stadium, 499 Deacon Blvd., on the main floor, across from the ticket office, the Bridger Field House Deacon Shop offers a variety of Wake Forest memorabilia and apparel for the entire family. (3767)

*Hours: Mon.–Fri. 10 a.m.–2 p.m., and during home football games and special events. Closed June–July.*

#### COLLEGE BOOKSTORE

Located in Taylor House on the Quad (University Plaza), the Bookstore houses 5000+ titles (updated monthly) and offers school/office supplies and computer accessories through Office Depot™, as well as newspapers, magazines, CDs, DVDs, Starbucks Coffee™, pastries, Wake Forest emblematic stationery and gifts, student living items, cards, flowers, balloons, cosmetics, and jewelry. (5145)

*Hours: Mon.–Fri. 8:30 a.m.–5 p.m.*

*Extended evening hours posted each semester.*

#### COPY CENTER

The copy center is located on the second floor of the Benson University Center inside the Food Court. Students can leave resumes, flyers, and announcements with an attendant

for photocopying. There is a telefacsimile (FAX) copier also located in this copy center. Payment is cash, check, credit card, or Deacon Dollars. (5251)

*Hours: Mon.–Th. 8:30 a.m.–9 p.m.  
Fri. 8:30 a.m.–7 p.m.  
Sat. 2–6 p.m.  
Sun. 1–8 p.m.*

#### DEACON SHOP

Located in Kitchin House on the Quad (University Plaza), the Deacon Shop features Wake Forest emblematic merchandise and fan favorites, including banners, pennants, footballs, basketballs, glassware, gifts, and apparel for the entire family. (5606) The Deacon Shop is also home to University Stores' catalog sales (3597) and the Demon Deacon e-shop, [www.deaconshop.com](http://www.deaconshop.com).

*Hours: Mon.–Fri. 8:30 a.m.–5 p.m.;  
Sat. 9:30 a.m.–5 p.m.  
(while school is in session)*

#### DINING AREA SCHEDULES

See Hours of Operation, page 92.

#### DISABLED STUDENT SERVICES

Wake Forest University endeavors to provide facilities which are in compliance with all laws and regulations regarding access for students with disabilities. In addition, special services are available to provide reasonable accommodations for those with a wide range of documented disabilities. If you need further information regarding documenting a disability and requesting accommodations, please check the Learning Assistance Center Web site by clicking on the Division of Student Life from the Campus Life link on the Wake Forest University homepage. You may also contact Van D. Westervelt, Ph.D., director of the Learning Assistance Center, or Michael P. Shuman, M.Ed., assistant director of the

Learning Assistance Center at 5925. The Disabilities Awareness Committee (DAC) is a student organization focusing on disability issues and awareness on campus. Interested students may contact the Learning Assistance Center for more information.

#### INFORMATION DESK

The "Info" desk is located on the third level of the Benson Center, to the right of the main entrance doors. A staff member is available to provide campus and Winston-Salem information as well as student telephone numbers. (5255/5256)

#### INFORMATION SYSTEMS

Information Systems is responsible for distributing and supporting University-issued IBM ThinkPads, HP inkjet printers, and standard Wake Forest software; maintaining the campus telecommunications and computing networks; and providing productivity software, programming and analysis, and file services. Through the campus network, students have high-speed Internet connectivity from all campus residence hall rooms as well as many classrooms and common areas.

Information Systems supports an extensive array of online information systems that support admissions, registration, grades, payroll, accounting, and many other administrative and academic applications. In addition, WIN, which is a single sign-on portal, provides the University community with the following: faculty, staff, and student directories; an alumni directory; class registration services; the foreign language placement test; vehicle registration; and an alumni career networking service.

The Information Systems HelpDesk offers assistance for ThinkPads, printers, and standard software applications via telephone at (336) 758-HELP, email (send mail to [help@wfu.edu](mailto:help@wfu.edu)), and in person in

Room 256, Information Systems Building.  
Walk-in, phone, and email support hours are:

*Hours: Mon.–Th. 8 a.m.–9 p.m*  
*Fri. 8 a.m.–5 p.m.*  
*Sat. closed*  
*Sun. 5–9 p.m.*

*Hours will vary during summer, breaks, and on holidays.*

The Resident Technology Advisor (RTA) program provides on-site computing assistance in residence halls. RTAs are available 24 hours a day and may be contacted by calling 758-RTAS (7827). More information about the RTA program is available at [www.wfu.edu/technology/programs](http://www.wfu.edu/technology/programs).

Students need a login ID and password to access the campus network. Information concerning this is provided during ThinkPad orientation sessions, which are part of the first-year orientation schedule.

LAW AND MBA PROFESSIONAL  
CENTER STORE

Located in the Information Systems Building, Carroll Weathers Drive, the Law and MBA Professional Center Store features law and MBA textbooks and study aids as well as emblematic merchandise and apparel. (3950)

*Hours: Mon.–Thurs. 9:30 a.m.–6 p.m.*  
*Fri. 9:30 a.m.–5 p.m., (extended hours during Rush and Book Buyback)*

LIBRARY SERVICES

The Z. Smith Reynolds Library houses over 1.3 million volumes, subscribes to over 7,000 periodicals, and holds nearly 170,000 federal and state government documents. An additional 350,000 volumes are held in the Professional Center Library and the Coy C. Carpenter Medical School Library. The three libraries share an online catalog that also provides entrée to electronic

resources, databases, and an ever-increasing collection of electronic journals, all accessible via the campus network and remotely.

The Z. Smith Reynolds Library provides comprehensive reference and research services, including assistance with online searching, directed research, and independent research. In addition, discipline-related library instruction, general library orientation, and a 1-credit course in accessing information are offered. Reference tools are available in electronic and print formats. Through interlibrary loan services, students may borrow materials from other libraries throughout the country at no charge.

Facilities in the Z. Smith Reynolds Library include the Information Technology Center (ITC) which is equipped for multimedia viewing, editing, and scanning and has a computer lab for student use. Computer and multimedia technology training are provided through the ITC. Several small group study rooms are located throughout the library and may be reserved at the circulation desk. Two 24-hour study areas, one of which houses a cyber-café, are accessible by key-card when the library is closed.

Z. Smith Reynolds Library hours, telephone numbers, maps, and more are posted on the library's Web page at [www.wfu.edu/Library](http://www.wfu.edu/Library).

MEETING ROOMS

Student organizations may reserve a variety of spaces on campus. Private dining rooms, classrooms, auditoriums, and other meeting facilities may be reserved by consulting the following:

Wait and Davis Chapels	
University Chaplain	5210
Brendle Recital Hall	
Department of Music	5104
Classrooms	
Departmental Chairs	



DeTamble Auditorium	
Media Center	5525
Dining Rooms	
Dining Services Director	5610
Gymnasium	
Health and Exercise Science	5391
Reynolda Hall Rooms	
Alumni Activities	5264
Benson University Center	
Benson Univ. Center Office	4869

### POST OFFICE

Located on the Quad side of Poteat Hall. It is a full-service contract post office, observing all national holidays. Students may buy stamps, postcards, and money orders, as well as certify, insure, register, and send overnight mail and packages. Students rent post office boxes to receive mail.

If UPS or Federal Express is used to receive packages on campus, they must be addressed to the student's residence hall. (4449)

Hours: Mon.–Fri. 8 a.m.–4 p.m.

### PRACTICE ROOMS

Approximately 15 rooms are available to all students (including non-music majors) for music practice from 8:30 a.m. to 11 p.m. on the first level of the Music Wing of Scales Fine Arts Center. First come, first served, no need to reserve. Key deposit and permission of instructor required to use the four grand pianos. Any questions, call the music department. (5364)

### RECYCLING

Wake Forest University is committed to preserving the environment. Recycling is one of the easiest ways that we can help lessen the human footprint on the environment. Not only is it the right thing to do, but it is a North Carolina law to recycle aluminum cans. According to the Environmental Protection Agency, Americans discard 160 million

tons of waste each year; 60-80% of this waste is recyclable. We hope that during your time at Wake Forest you will become more cognizant of your impact on the world and lend a hand in order to preserve the Earth. Below is a list of materials that can be recycled on campus.

#### Glass:

Glass food and beverage containers  
(remove lids and rinse bottles)

#### Aluminum & Steel:

Aluminum beer, soft drink, and juice cans

Steel (tin) cans

#### Paper:

Newspaper	Junk Mail
Magazines	Colored Paper
Notepad Paper	Manila Folders
White Paper	Adding Machine Tape
Computer Paper	Phone Books
Envelopes	Catalogs

#### Plastic:

Clear and colored plastic bottles, including soda bottles, milk jugs, detergent bottles, and shampoo bottles (look at the bottom of the container to make sure that it is #1- or #2-type plastic).

You will find numerous recycling containers dispersed throughout campus. Student government, the Student Environmental Action Coalition (SEAC), and IFC (working with Facilities Management) have developed a plan to recycle waste from campus social functions through the placement of recycling bins at registered parties. Glass, aluminum, and plastic can all be placed in the same container. Any of the above paper products can be placed in containers marked "Commingled Paper." If these recycling issues interest you, you might want to contact members of SEAC.

For more information on recycling, visit [www.wfu.edu/facilities](http://www.wfu.edu/facilities) or contact Jim Coffey, at [coffeyjb@wfu.edu](mailto:coffeyjb@wfu.edu). (6070)

**SUNDRY SHOP**

Located in Davis Hall next to Wachovia Bank. Sells snacks, toiletries, and some drugstore items. Deacon OneCard accepted. (5604)

*Hours: Mon.–Fri. 8 a.m.–midnight  
Sat.–Sun. 1 p.m.–midnight*

**SHUTTLE & ESCORT SERVICES**

A **Daytime Shuttle** provides safe transportation around campus. Shuttle service includes Reynolda Village (Meadows Lot), Student Drive Lot, and First Assembly Lot. It operates on a set route through campus from 6 a.m. to 6 p.m. and is available Monday-Friday when school is in session. A day-shuttle service schedule is available online at [www.wfu.edu/police/shuttle.html](http://www.wfu.edu/police/shuttle.html).

An **Evening Shuttle** provides “door-to-door” service through campus and can be accessed by calling “RIDE” (7433). It operates from 6 p.m.–3 a.m. seven days a week while school is in session. Service includes Reynolda Village (Meadows Lot) and the Student Drive Lot. The shuttle also provides service to the First Assembly Lot up until 10 p.m., at which time the lot is closed to students. If a safety shuttle is required after 3 a.m., this will be provided by a patrol car and can be requested by calling 5591.

Although every effort will be made to operate the shuttle service as scheduled, there may be times that service will be suspended due to dangerous driving conditions and/or severe snow or ice storms.

**Escort Service** is provided by University Police for students traveling alone after dark when the shuttle service is not in operation. Call University Police at 311 or 5591.

Emergency calls (758-5911) or calls directly from the emergency phones located in campus parking lots) will be given priority.

**Airport Express:** Discount tickets are sold at the Benson University Center Ticket Office for Airport Express service to Greensboro, Charlotte, and Raliegh airports. (4869) or (4265)

**TELECOMMUNICATION SERVICES**

Information Systems supports Wake Forest’s telephone and cable television services. Cable television and free local telephone services are included as part of the campus housing package. Students may place long distance calls at competitive rates using a personal security code. Students’ personal security codes will be available upon arrival to campus. Students may obtain assistance with telepone or cable television services by contacting the Information Systems Help Desk (4357) or [help@wfu.edu](mailto:help@wfu.edu). Please refer to the University Wireless Spectrum Policy, available at [www.wfu.edu/technology/reference/policies/index.html](http://www.wfu.edu/technology/reference/policies/index.html), for more information about wireless use on campus.

**TEXTBOOK STORE**

Located beneath the Bookstore in Taylor House, the Textbook Store offers online ordering and prepack via WIN as well as art, laboratory, music supplies, and study aids. (Prepack is not available to first-semester freshmen.) The Texbook Store also holds Book Buyback during each semester’s finals’ period. (4154)

*Hours: Mon.–Fri. 8:30 a.m.–5 p.m.,  
(with extended hours during  
Rush and Book Buyback)*

### UNIVERSITY ID CARDS—CAMPUS CARD PROGRAM

Students are required to carry and, upon the request of authorized University personnel, including residence hall and library staff members, to show their University identification (ID) cards. The cards are multi-purpose and should be kept in the student's possession at all times and carefully protected. They are used for electronic access to residence hall rooms and other areas such as campus labs, for library functions, admission to athletic events and the Secrest Artist Series, and for all Campus Card functions. It is a permanent card, turned in upon withdrawal from the University or graduation. Lost or stolen cards should be reported to University Police immediately.

The Campus Card program is a student-requested declining balance system. Deacon OneCard monies may be used at all dining locations, College Book Store, Deacon Shop, Student Health Service, Student Union, Office of Financial and Accounting Services, University Police, and all campus vending machines. Campus Card accounts may be opened, or added to, in the ARA-MARK (Food Services) office in Room 31C Reynolda Hall, by cash, check, money order, VISA, or Mastercard.

*Hours: Mon.-Fri. 9 a.m.-5 p.m.*

### DEACON ONECARD OFFICE

Located in 101 Benson University Center. Provides initial and replacement University ID cards (Deacon OneCards). Special note: Students should report campus vending problems to the Deacon OneCard Office (1949).

*Hours: Mon.-Fri. 9 a.m.-5 p.m.*

### WACHOVIA BANK

Located on the Quad side of Davis Hall. Includes a fully-functioning bank and an ATM machine. (759-7576)

*Hours: Mon.-Fri. 10 a.m.-3 p.m.*

### HOW TO ADVERTISE YOUR EVENT

Some of the best ways to get the word out to the campus community regarding an activity or event open to the public would be through:

- The Student Online Magazine (<http://student.wfu.edu/events/add.php>)
- Old Gold and Black (5280)
- WAKE TV (4298)
- WAKE Radio (5192)
- Window on Wake Forest (5379)

Remember to contact these media sources with your activity/event information at least two weeks in advance. Students may also want to consult with the Wake Forest University News Service (5237) to discuss possible off-campus publicity for an event or activity. The News Service is located in Reynolda Hall, Room 221.

### WHY SHOULD YOU KEEP THE WFU BULLETIN ISSUED DURING YOUR FIRST YEAR?

Upon matriculation in Wake Forest College, each student receives a copy of the current *Undergraduate Bulletin of Wake Forest University*. This bulletin is a very important document, containing the institution's most recent policies governing students' academic programs and pertinent administrative matters. Students are expected to be familiar with the contents of the bulletin since it represents the substance of their contractual relationship with the University. All students should keep the copy issued in their first year as a reference throughout their undergraduate career.



# hours of operation

## FOOD

### BENSON CENTER FOOD COURT

Mon.-Fri. 7:30 a.m.-12:30 a.m.  
Sat.-Sun. 10:30 a.m.-12:30 a.m.  
(Chic-fil-A is closed on Sunday.)

#### Pizza Hut

Sun.-Thurs. 10:30 a.m.-1 a.m.  
Fri.-Sat. 10:30 a.m.-2 a.m.

#### Shorty's

Mon.-Fri. 8:30 a.m.-12:30 a.m.  
(last call)  
Sat.-Sun. 1 p.m.-12:30 a.m.  
(last call)

#### Bodega

Mon.-Fri. 8:30 a.m.-midnight  
Sat.-Sun. 10:30 a.m.-midnight

### MAGNOLIA ROOM, REYNOLDA HALL

Mon.-Fri.

Lunch

11 a.m.-1:30 p.m.

### REYNOLDA HALL CAFETERIA (THE PIT)\*

\*Closes Sunday at 7:30 p.m.

Mon.-Fri.

Breakfast

7:30-10 a.m.

Continental breakfast

10-11 a.m.

Lunch

11 a.m.-1:30 p.m.

Late Lunch (Subway & Freshens)

1:30-4:30 p.m.

Dinner

4:30-8:30 p.m. (Sun.-Thurs.)

4:30-7:30 p.m. (Fri. & Sat.)

Sat.

Continental breakfast

7:30-9:30 a.m.

Brunch

9:30 a.m.-1:30 p.m.

Late Lunch (Subway & Freshens)

1:30-4:30 p.m.

Dinner

4:30-7:30 p.m.

### IS FOOD COURT

Mon.-Fri.

7:30 a.m.-7 p.m.

Sat.

11 a.m.-5 p.m.

Closed Sundays

## SUNDRY SHOP

Mon.-Fri.

8 a.m.-midnight

Sat.-Sun.

1 p.m.-midnight

## NORTH CONVENIENCE STORE

Mon.-Fri.

11 a.m.-midnight

Sat.-Sun.

1 p.m.-11 p.m.

## SERVICES

## ART GALLERY

Mon.-Fri.

10 a.m.-5 p.m.

Sat.-Sun.

1-5 p.m.

## ATHLETICS TICKET OFFICE

Mon.-Fri.

8:30 a.m.-5 p.m.

## BARBER SHOP

Mon.-Fri.

9 a.m.-5 p.m.

Sat.

9 a.m.-noon

## BOOK STORE

Mon.-Fri.

8:30 a.m.-5 p.m.

## DEACON SHOP

Mon.-Fri.

8:30 a.m.-5 p.m.

Sat.

9:30 a.m.-5 p.m.

## MAIL SERVICES

Mon.-Fri.

8:30 a.m.-5 p.m.

## MUSEUM OF ANTHROPOLOGY

Tues.-Sat.

10 a.m.-4:30 p.m.

## POST OFFICE

Mon.-Fri.

8 a.m.-4 p.m.

## SERVICE HOTLINE 758-4819

*Call for light bulb changing, general bathroom cleaning, unclogging drain or sink, or pest control.*

## VEHICLE REGISTRATION

Mon.-Fri.

8:30 a.m.-4 p.m.

## WACHOVIA BANK

Mon.-Fri.

10 a.m.-3 p.m.

## RECREATION

## BASKETBALL/RACQUETBALL COURTS

*(Reynolds Gym)*

Sun.

Noon-10 p.m.

Mon.-Thurs.

3 p.m.-11 p.m.

Fri.

3 p.m.-10 p.m.

Sat.

10 a.m.-8 p.m.

*Except when in use by classes or intramurals*

## SWIMMING POOL

*(Reynolds Gym)**Lap swimming*

Mon.-Fri.

11 a.m.-1 p.m.

4 p.m.-6:30 p.m.

*Open recreational swimming*

Sunday

2-5 p.m.

Mon. and Wed.

6:30-8:30 p.m.

## FITNESS CENTER

*(Miller Building)*

Mon.-Thurs.

7 a.m.-11 p.m.

Fri.

7 a.m.-7 p.m.

Sat.

10 a.m.-7 p.m.

Sun.

1 p.m.-11 p.m.

RELIGIOUS *(Meeting times and locations)*

## ATHLETES IN ACTION

Tues., *Miller Center*

9:30 p.m.

Joe and Kim Haynes (993-1120)

## BAPTIST STUDENT UNION

Tues., *BSU Lounge, Kitchin Hall*

6:45 p.m.

Rev. Rebecca Hartzog (5021)

## BAHA'I ASSOCIATION

Peter Furia, faculty advisor (3242)



## CAMPUS CRUSADE FOR CHRIST

Tues., Wingate Hall, *Lower Auditorium*, 7:45 p.m.  
 Ron and Celia Jones (993-9792)

## WAKE FOREST CATHOLIC COMMUNITY

Wed., *Davis Hall, Catholic Comm. Lounge* 6 p.m.  
*Catholic Mass*  
 Mon., Tues., Thurs., *Davis Chapel* 5 p.m.  
 Wed., *Davis Chapel* Noon  
 Sun., *Davis Chapel* 11:30 a.m., 8 p.m., 10 p.m.  
 Father Jude DeAngelo (5018)  
 Julie Ostergaard (4214)

## DAVIS CHAPEL

*Wingate Hall* Open 24 hours a day  
 Chaplain's Office (5210)

## EPISCOPAL

Sun., *Holy Communion, Davis Chapel* 6 p.m.  
 Wed., *Eucharist/Healing service* 7:30 a.m.  
*Davis Chapel*  
 Rev. Bob McGee (5249)

## FOREST FIRE CHRISTIAN FELLOWSHIP

Mon., *Davis Chapel* 7 p.m.  
 Rev. James Hash Jr. (784-3086)

## INTERVARSITY CHRISTIAN FELLOWSHIP

Thurs. *Green Room, Reynolda Hall* 7 p.m.  
 Jill Roeckeman (5790)

## JEWISH STUDENTS ORGANIZATION

Andrew Ettin, faculty advisor (5403)  
 Dana Greene, faculty advisor

## LUTHERAN STUDENT MOVEMENT

Tues., Davis, *Catholic Community Lounge* 6:15 p.m.  
 Sun. worship, *Davis Chapel* (with Episcopal) 6 p.m.  
 Rev. Laura Wind (765-6211)

## MEDITATION ROOM (404 BENSON)

*Same hours as the Benson University Center*

UNITED METHODIST CAMPUS MINISTRY/WESLEY FOUNDATION  
 Thurs., *Wingate Hall, Lower Auditorium* 5:30 p.m.  
 Rev. Beth Jeffers (5019)

ORTHODOX CHRISTIAN FELLOWSHIP  
 Tues., *Polo Hall* 7:30 p.m.  
 Father Jude DeAngelo, advisor (5018)

PRESBYTERIAN STUDENT FELLOWSHIP  
 Tues., *Collins Hall, Campus Ministry Lounge* 7 p.m.  
 Rev. Stewart Ellis (765-8779)

REFORMED UNIVERSITY FELLOWSHIP  
 Tues., *Davis Chapel* 7 p.m.  
 Rev. Kevin Teasley (5248)

WAKE FOREST BAPTIST CHURCH (5297)  
 Sunday School, *Wingate Hall* 9:45 a.m.  
 Sunday Worship Service 11 a.m.  
*Wait Chapel*  
 Richard Groves, pastor (5119)

## BENSON UNIVERSITY CENTER

Mon.-Sat. 7:30 a.m.-1 a.m.  
 Sun. 10:30 a.m.-1 a.m.  
*Summer and holiday hours vary.*

## STUDENT HEALTH SERVICE

Located in the George C. Mackie Health Center, Reynolds Gymnasium

Fall and Spring Semesters 8:30 a.m.-noon  
 Mon.-Fri. *by appointment*, 5218 1:30-4 p.m.

Summer School 8:30 a.m.-noon  
 Mon.-Thu. *by appointment*, 5218 1:30-4 p.m.

Nights and weekends a nurse is available with a physician on-call. Open 24 hours a day when school is in session (Aug-Dec; Jan-May) during spring and fall semesters

*See pages 21-24 for more information.*

# *student organizations*

For a more complete listing and descriptions of Wake Forest Student Organizations, visit [www.wfu.edu/campus-life/student-orgs.html](http://www.wfu.edu/campus-life/student-orgs.html)

## ACADEMIC AND HONORARY SOCIETIES

Wake Forest has at least one local club or national society for every discipline offered at the University. Consult departmental chairs for more information about a specific group.

### Accounting Society

Calloway School

*George Aldhizer (5778)*

### Allied Health Student Association

*Gary Miller (1901)*

### Alpha Epsilon Delta

health professions

*Hugo Lane (5572)*

### Alpha Kappa Psi

business fraternity

*Sylvain Boko (4461)*

### Anthony Aston Players

theatrical group

Theatre (5294)

### Anthropology Club

*Steven Folmar (6065)*

### Beta Beta Beta

biology honor society

Biology (5322/5323)

### Circolo Italiano

Italian Studies (5549)

### Delta Phi Alpha

German honor society (4023)



El Club Hispano  
Romance languages (5487)

Eta Sigma Phi  
classics honor society  
*Mary Pendergraft* (5331)

Euzelian Academic Society  
(5210)

Finance Club  
Calloway School  
*James Cotter* (7220)

French Circle  
Romance languages (5487)

Golden Key National Honor Society  
community service (5937)

Italian National Honor Society  
Italian Studies (5549)

Lambda Pi Eta  
communication honor society (5405)

Marketing Association  
Calloway School  
*Sheri Bridges* (4589)

Mortar Board  
senior honor society  
*Katy Harriger* (5450)

Omicron Delta Epsilon  
economics honor society  
*Robert Whaples* (4916)

Omicron Delta Kappa  
leadership society  
*George Aldhizer* (5778)

Phi Beta Kappa  
*James Powell* (5333)

Philomathesian Literary Society  
*Anne Boyle* (5400)

Pi Mu Epsilon  
mathematics honor society  
mathematics and computer science  
(5354)

Pi Sigma Alpha  
political science honor society  
political science (5449)

Pre-Dental Student Association  
*Hugo Lane* (5572)

Pre-Law Society  
*Susan Rupp* (4396)

Pre-Veterinary Student Association  
*Hugo Lane* (5572)

Sigma Tau Delta  
English honor society (5383)

Upsilon Pi Epsilon  
computing science honor society  
*David John* (5535)

## GREEK ORGANIZATIONS

Greek organizations provide leadership opportunities, competitive athletics and academics, community service, the commitment to brotherhood and sisterhood, and (of course) many social opportunities.

Wake Forest observes a policy of deferred Rush. First-year students may not participate in rush during the fall semester, and they must achieve a minimum 2.0 GPA in their first semester if they wish to rush in the spring. The rush period lasts approximately two weeks, at which time the participants meet the members and learn more about each individual organization. The University also specifies that all rush functions must be “dry,” or free of alcoholic beverages. “Bids” are extended to the rushees who are accepted as potential members. The entire rush period culminates on Pledge Day.

*Greek Organizations with active chapters at Wake Forest are:*

Men's Fraternities  
Alpha Phi Alpha  
Alpha Sigma Phi  
Chi Psi  
Delta Kappa Epsilon  
Kappa Alpha  
Kappa Alpha Psi  
Kappa Sigma  
Lambda Chi Alpha  
Omega Psi Phi  
Phi Beta Sigma  
Pi Kappa Alpha  
Sigma Alpha Epsilon



Sigma Chi  
Sigma Nu  
Sigma Pi  
Theta Chi

*For more information,  
contact Tricia Richerson (5185).*

#### Women's Sororities

Alpha Kappa Alpha  
Chi Omega  
Delta Delta Delta  
Delta Sigma Theta  
Delta Zeta (colony)  
Kappa Delta  
Kappa Kappa Gamma  
Phi Mu  
Pi Beta Phi  
Phi Beta Chi (Christian Women's Sorority)

*For more information,  
contact Robin Porter (5185).*

#### All Greek Council

*Adviser: Tricia Richerson (5185)*

#### Greek Honorary

Order of Omega  
*Adviser: Robin Porter (5185)*

#### Minority Greek Council

*Adviser: Tricia Richerson (5185)*

#### MEDIA AND PUBLICATIONS

##### The Howler the yearbook of Wake Forest University

*Adviser: Harold Holmes (5226)*

##### Old Gold and Black the campus newspaper which is distributed on campus each Thurs.

*Adviser: Wayne King (5280)*

##### The Student the Web site for the Wake Forest student body covering all facets of University life. <http://student.wfu.edu>

*Adviser: Nancy Crouch (5260)*

##### Three to Four Ounces a bi-annual magazine containing student photography and literature

*Adviser: Bill Moss (5377)*

##### WAKE Radio an AM alternative student-run-radio station located on the fifth level of the Benson University Center.

*Adviser: Mary Gerardy (5229)*

##### WAKE TV chartered in the fall of 1993, produces student-generated local cable shows on a weekly basis.

*Adviser: Steve Jarrett (5075)*

##### Wake Forest University Media Board serves as the governing board over all Wake Forest publications and media organizations.

*Adviser: Mary Gerardy (5229)*

##### Window on Wake Forest online campus newspaper at [www.wfu.edu/wowf](http://www.wfu.edu/wowf).

##### WFDD (88.5 FM) Broadcasts a program service of classical music, news and information, jazz, and folk music, 24 hours a day, 365 days a year. Member of National Public Radio. There are opportunities for student volunteers and interns.

(8850)

#### RELIGIOUS ORGANIZATIONS

Many different religious organizations exist to meet the needs of interested Wake Forest students. These organizations are coordinated by Campus Ministry, which provides worship, study, fellowship, and service activities. Non-denominational worship services are offered each Thursday morning at 11 a.m. in Davis Chapel.

Listed below are the campus religious organizations and respective advisers. Consult Campus Ministry for more information. (5248)

##### Baha'i Association

*Peter Furia (3242)*

##### Baptist Student Union

*Rebecca Hartzog (5021)*

##### Wake Forest Catholic Community

*Fr. Jude DeAngelo (5018)*

##### Campus Crusade for Christ

*Marcus Wright (6139)*

**Chi Rho***Tim Auman (5017)***Christian Medical and Dental Assoc.***Tim Auman (5017)***Episcopal Student Fellowship***Bob McGee (5249)***Forest Fire Christian Ministry***Teresa Williams (5864)***Gospel Choir***Bill Leonard (4315)***InterVarsity Christian Fellowship***Mike Ford (5921)***Jewish Student Organization***Dana Greene, Andrew Ettin (5403)***Living Parables Christian Drama Troupe***Tim Auman (5017)***Lutheran Student Movement***Laura Wind (765-6211)***One Accord***Tim Auman (5017)***Orthodox Christian Fellowship***Fr. Jude DeAngelo (5018)***Presbyterian Student Fellowship***Stewart Ellis (765-8779)***Reformed University Fellowship***Jack Wilkerson (5027)***Student to Student***Mike Ford (5921)***United Methodist Campus Ministry/****Wesley Foundation***Beth Jeffers (5019)***SERVICE ORGANIZATIONS**

**Alpha Phi Omega** This is a national coed service fraternity, commonly referred to as "APO." *Adviser: Ric Hall (5226)*

**EZ Rides/Safe Rides** This organization coordinates rides with a local taxi service. *Adviser: Natascha Romeo (5937)*

**Circle K** Circle K is the "college version" of the Key Club. Membership is open to everyone. *Adviser: Linda Ward (8858)*

**Emergency Response Team** Trained student volunteers who act as first responder to emergency calls on campus as

well as supporting EMS education.

*Adviser: Cecil Price, M.D. (5218)*

**Habitat for Humanity** "Habitat" is an international organization which coordinates the building of houses for those in need. Student volunteers may register at the Benson Center Information Desk to participate.

*Adviser: Charidy Hight (4549)*

**Harbinger Corps** Members of this organization work closely with the admissions office to provide campus tours and various other recruitment services.

*Adviser: Jim Clarke (4930)*

**Homerun** Provides hot, healthy meals to people in need.

*Adviser: Charidy Hight (4549)*

**Operation Smile** This organization's purpose is to broaden the awareness of the international medical needs in Third World countries.

*Adviser: Pat Lord (4257)*

**Peer Health Educators** This organization promotes healthful lifestyles through various wellness activities, informal counseling, and educational programming.

*Adviser: Natascha Romeo (5937)*

**Student Alumni Council** The purpose of this organization is to stimulate loyalty to Wake Forest among all students and alumni.

*Adviser: Mary Carven Hines (5263)*

**Student Union** This organization coordinates over 300 social, recreational, cultural, and educational programs each year for the Wake Forest community, including Family Weekend, Springfest, and Homecoming.

*Adviser: Kathy Arnett (4869)*

**Volunteer Service Corps** This organization matches student volunteers with other service groups according to the student's interests. *Adviser: Charidy Hight (5290)*

**SPORTS AND RECREATION**

Wake Forest offers many outlets for recreational activity. Many students participate

in intramural ("IM") sports which range from very competitive in nature to "just for fun." Some students choose to join club sport teams which compete against club teams from other colleges and universities. Outdoor pursuits, as well as a comprehensive fitness program, are coordinated by the campus recreation office as well. If interested in participating or working in campus recreation, please call 5838 or stop by Reynolds Gymnasium, Room 214.

#### Intramurals *Max Floyd, director*

- Basketball
- Black Top Basketball
- Bowling
- Flag Football
- Golf (Individual/Team)
- Hoopfest—All PM Basketball
- Indoor Soccer
- Indoor Tennis
- Racquetball
- Roller Hockey
- Soccer
- Softball
- Spikefest—Volleyball Tournament
- Swimming
- Table Tennis
- Tennis (Individual/Team)
- Volleyball
- Water Polo (men and women)

#### Club Sports *Max Floyd, director*

- Ballroom Dancing
- Baseball
- Cycling
- Equestrian
- Fencing
- Field Hockey
- Golf (men and women)
- Ice Hockey
- Karate
- Lacrosse (men and women)
- ORAC—Outdoor Recreation and Adventure Club
- Rowing Club
- Rugby, Men's

- Running Club
- Soccer (men and women)
- Softball (women)
- Swimming
- Tennis, Coed
- Ultimate Frisbee (men and women)
- Unified Rhythms
- Volleyball (men and women)
- Wrestling

#### Outdoor Pursuits *Max Floyd, director*

- Away Athletic Competitions  
(*Demon Deacons*)
- Backpacking/Camping
- Horseback Riding
- Paintball
- Professional Sporting Events
- Sea Kayaking
- Skiing/Snowboarding
- Whitewater Rafting

#### Fitness

- All Fitness Programming
- Fitness Cycling/Spinning
- Kickboxing
- Low/High Impact Aerobics
- Personal Training
- Step Aerobics
- Strength
- Yoga

#### Aquatics

- Fitness Swim
- Lifeguards
- Pool Hours
- Recreational Swimming
- Water Aerobics

#### Weight Rooms

- Reynolds Gymnasium
- Miller Center

#### Intercollegiate Athletics

- Baseball (men)
- Basketball (men and women)
- Cross-Country (men and women)
- Field Hockey (women)
- Football (men)
- Golf (men and women)
- Soccer (men and women)
- Tennis (men and women)

Track (men and women)  
Volleyball (women)

**Club Sports Union** This organization is comprised of student officers from each club sport organization on campus. The union serves to promote, educate, encourage, and motivate all of our club sport teams. The 2004-2005 officer is Brian Schier. *Director: Max Floyd (5838)*

*The Higher Education Act requires that institutions of higher education make available by October 15th of each year a copy of the Equity in Athletics Disclosure Act annual report to any student who requests one. Please contact the athletic department if you would like to request a copy of this document.*

#### STUDENT GOVERNANCE

**Student Government** 304 Benson Center, (5293). This organization serves as the primary link between the students and the faculty and administration. The Student Government's purpose is to formulate and carry out policies that meet the needs of the student body. The three branches of the Student Government are the executive, the legislative, and the judicial. The judicial branch is composed of the Honor and Ethics Council and the Board of Investigators and Advisers. *Adviser: Peter Siavelis (5451)*

**Honor and Ethics Council** This organization, the central deliberative body in the judicial system, is comprised of students elected from each class, faculty members, and administrators. It hears all honor and student conduct cases not heard administratively.

*Adviser: Ricardo Hall (5226)*

**Board of Investigators and Advisors** Members of this body are selected to both investigate and present cases before the

Honor and Ethics Council and advise and represent accused students in all phases of the judicial process. Candidates are reviewed and appointed each year by student government. *Adviser: Ric Hall (5226)*

The 2004-2005 officers for the Student Government are:

President—Trip Chalk  
Speaker of the House—Laura Bergfield  
Treasurer—Peter Ayoub  
Secretary—Kristen Settlemire  
For further information regarding the student government and opportunities for involvement, refer to the *Guide to Student Government*.

**Interfraternity Council (IFC)** This governing body coordinates fraternity Rush activities, Greek Week, the Brian Piccolo Cancer Fund Drive, community service programs, leadership training programs, social events, and Greek intramurals. It comprises representatives from each fraternity. *Adviser: Tricia Richerson (5185)*  
**Minority Greek Council** Represents the historically black Greek service organizations, in structure and background, recognizing the need for awareness, coordination, and cooperation in activities of intercollegiate Greek letter fraternities and sororities, and recognizing there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations.

*Adviser: Tricia Richerson (5185)*

**Panhellenic Council** Often referred to as "Pan-Hell," this governing body coordinates sorority recruitment activities, Greek Week, the Brian Piccolo Cancer Fund Drive, community service programs, leadership training programs, social events, and Greek intramurals. It comprises representatives from each sorority. *Adviser: Robin Porter (8020)*



Resident Student Association Commonly referred to as "RSA," this organization promotes residence life on campus through various social, educational, and service programs. *Adviser: Office of Residence Life and Housing (5185)*

#### SPECIAL INTEREST GROUPS

Anthony Aston Players  
*Adviser: Brook Davis (5287)*

Amateur Radio Club  
*Adviser: Ken Hoglund (5120)*

American Chemical Society  
*Adviser: Paul Jones (3708)*

Amnesty International  
*Adviser: Elaine Swartzentruber (6096)*

Asian Student Interest Association  
*Adviser: Patrick Moran (4959)*

Aviation Club  
*Adviser: Yvonne Hinson (5113)*

Black Student Alliance  
*Adviser: Barbee Oakes (5227)*

College Democrats  
*Adviser: Teresa Ciabattari (7139)*

College Republicans  
*Adviser: Ven Challa (716-2630)*

Demon Deacon Battalion  
*Adviser: (5836)*

Demon Divas (a capella)  
*Adviser: Paul Orser (5311)*

Disabilities Awareness Coalition  
*Adviser: Michael Shuman (5929)*

Ducks Unlimited  
*Adviser: Miles Silman (5596)*

El Club Hispanico  
*Adviser: Jennifer Wooten (4997)*

English Student Association  
*Adviser: Dean Franco (3549)*

GSSA (Gay Straight Student Alliance)  
*Adviser: Giz Womack (4314)*

Handbell Choir  
*Adviser: Stewart Ellis (5248)*

Huffman House  
*Adviser: Anne Boyle (5400)*

Innuendo (a capella)  
*Adviser: Hugh Howards (5352)*

Japanese Studies Club  
*Adviser: Yasuko Takata Rallings (1999)*

NAACP  
*Adviser: Anthony S. Parent Jr. (6132)*

Philosophy Club  
*Adviser: Adrian Bardon (4066)*

PREPARE  
*Adviser: Marianne Schubert (5273)*

S.E.A.C. (Student Environmental Action Coalition)  
*Adviser: Jim Coffey (6070)*

Semper Fidelis Society  
*Adviser: Harold Holmes (5226)*

Sign Language Club  
*Adviser: Scott Baker (5346)*

S.O.U.L. (a capella)  
*Adviser: Evie Shockley (6057)*

Student Art Gallery  
*Adviser: David Faber (5302)*

Student Athlete Advisory Council  
*Adviser: Julie Griffin (4609)*

Student Global Aids Campaign  
*Adviser: Sylvain Boko (4461)*

Student Libertarians  
*Advisers: Bill Marcum (7166) and John Wood (250)*

Temporary Reprieve (a capella)  
*Adviser: Brian Gorelick (5364))*

Unified Rythms Dance Squad  
*Adviser: Eric Watts (4441)*

Wake Forest Advertising Club  
*Adviser: Sheri Bridges (4589)*

Wake Forest Peer Mediation  
*Adviser: Johnnie Armentrout (5273)*

Wake Forest Tappers  
*Adviser: Nina Lucas (5393)*

Wake International Student Association (WISA) *Adviser: Kent Greer (5938)*

Women's Initiative for Support & Empowerment (WISE) *Adviser: Anne Boyle (5400)*

XPRESS Step Team  
*Adviser: Angie Brannon (5218)*

# additional academic opportunities

## INTERDISCIPLINARY MINORS

(See the Wake Forest University Undergraduate Bulletin for descriptions and requirements.)

### American Ethnic Studies

Director: Earl Smith (1892), sociology

### Cultural Resource Preservation

Coordinator: Paul Thacker (5117), anthropology

### Early Christian Studies

Coordinators: Mary Pendergraft (5331), classics and Kenneth G. Hoglund (5120), religion

### East Asian Studies

Coordinator: Charles H. Kennedy (5453), politics

### Environmental Sciences

Director: Robert Browne (5569), biology

### Environmental Studies

Director: Robert Browne (5569), biology

### Film Studies

Interim coordinator: Mary Dalton (6120), communication

### Global Trade and Commerce Studies

Coordinator: Pia Wood (5938), international studies

### Health Policy and Administration

Coordinator: Michael S. Lawlor (5564), economics

### Humanities

Coordinator: William S. Hamilton (5311), dean of the college

### International Studies

Coordinator: Pia Wood (5938), international studies

### Latin American Studies

Director: Linda Howe (4905), Romance languages

### Linguistics

Coordinator: Stan Whitley (5362)

Romance languages

### Medieval Studies

Coordinators: Gillian Overing (5384) and Gale Sigal (5388), English

### Neuroscience

Coordinator: Wayne L. Silver (5920), biology

### Russian and East European Studies

Coordinator: Susan Z. Rupp (4396), history

### Urban Studies

Coordinator: Donald E. Frey (5618), economics

### Women's and Gender Studies

Director: Anne Boyle (4455)

## EAST ASIAN LANGUAGES AND CULTURES

David Phillips, chair (4949)

Courses are offered in the Chinese and Japanese languages. Students may study abroad with Wake Forest programs in China and Japan.

## FOREIGN AREA STUDIES

(See the Wake Forest University Undergraduate Bulletin for descriptions and requirements.)

### German Studies

Coordinator: Rebecca Thomas (5363), German/Russian

### Italian Studies

Coordinator: Antonio Vitti (5549), Romance languages

### Spanish Studies

Coordinator: Candelas Gala (5485), Romance languages

### INTERDISCIPLINARY HONORS

*Coordinator: Barry G. Maine (5380), English*

This program consists of a series of seminar courses of an interdisciplinary nature open to qualified undergraduates. Students interested in participating in these seminars should consult the coordinator or a member of the Committee on Honors.

### LEARNING ASSISTANCE CENTER

*117 Reynolda Hall, (5929)  
please see page 19.*

### OPEN CURRICULUM

For students with high motivation and strong academic preparation, this program provides the opportunity to follow a course of study planned within the framework of a liberal arts education but not necessarily fulfilling all core requirements for the degree. Interested students should apply to the Committee on Open Curriculum. Information and applications are available at [http://www.wfu.edu/undergraduate\\_college/open\\_curriculum.htm](http://www.wfu.edu/undergraduate_college/open_curriculum.htm).

### PATHWAYS AT THE PRO HUMANITATE CENTER

*206B Tribble Hall, (6075)*

*Pathways: Exploring Vocation through Service, Learning, Values, and Faith* is administered by the Pro Humanitate Center at Wake Forest. Beginning in 2002 with a \$1.9 million grant from the Lilly Endowment, *Pathways* strives to help members of the campus community discern, explore, and live into their vocations, the intersection between one's deep convictions and the needs of the world. *Pathways* opportunities include: international and domestic service trips; student retreats centered on the concept of vocation; grants and resources for interested students to experience theological

education and careers in ministry, nonprofit agencies, and foundations; promotion and support of classes that focus on vocational consideration; challenging and inspiring theme years; and Pro Humanitate Center staff who are eager to consult with you about your sense of vocation. All students and members of the community are encouraged to contact the office and consider these and other opportunities.

### THEME HOUSES

The Office of Residence Life and Housing provides opportunities for students with common interests to establish theme housing. In the past, theme houses have included a community service house, fine arts house, Wesley house, Nia house, and an international studies program. Students may apply for theme houses by contacting residence life and housing. (5185)

### STUDY ABROAD ON WAKE FOREST PROGRAMS

Students wishing to study abroad on Wake Forest programs must contact the director of the program for the semester they want to go. Selection of students usually occurs one full year before a semester program begins, and the spring semester before a summer program. Tuition for a semester abroad with a Wake Forest program is approximately the same as tuition on main campus. For more information, please contact the Center for International Studies. (5938)

### STUDY ABROAD ON A NON-WAKE FOREST PROGRAM

Students wishing to study abroad on a non-Wake Forest program must visit the Center for International Studies (CIS) for advising. The office maintains a sizable collection of material on a variety of approved overseas programs. All students planning to study in a non-Wake Forest program in other

countries for a summer, a semester, or a year need to attend a CIS information session. The CIS staff is available for advising students about particular programs. CIS recommends application to a program one semester before the program begins. **Before students apply, they must obtain approval of the program from the CIS.** If the program is not approved, they will not receive credit for the study abroad program. Once a student is accepted, he or she is required to complete the course approval forms and process through the CIS. In no case may a student

undertake study elsewhere without completing this process in advance to the satisfaction of the CIS, the registrar, and the academic departments that oversee the granting of credit for each course. A process exists so that students who successfully complete a fully approved course load during a semester on an approved non-Wake Forest program will receive twelve hours/sixteen credits. Students may request to have scholarship and financial aid applied to approved non-Wake Forest programs. Further information is available in the CIS and the Office of Student Financial Aid.

## *activities on campus*

### IRVING CARLYLE LECTURE SERIES

The lecture series was begun in 1972 to honor one of North Carolina's outstanding political leaders and lay educators. The series brings top lecturers to speak on current topics. Past speakers have included Al Hunt, Jimmy Carter, Joseph Biden, Mario Cuomo, and Molly Ivins. The series is sponsored by the Student Union.

### CHRISTMAS LOVEFEAST AND CANDLELIGHT SERVICE

The Lovefeast and Candlelight service occurs on the first Sunday in December in Wait Chapel. It is sponsored by the University and celebrates one of the unique traditions of the Moravian community in Winston-Salem. The Quad is lined with luminaries, the Chapel is adorned with Christmas decorations, the concert choir and Moravian band are featured, traditional Moravian coffee and buns are served, and beeswax candles are provided to all who attend.

### OPENING CONVOCATION

This celebrates the beginning of the academic year and is held in the fall. The University invites a prominent speaker to address current issues. All students, faculty, and staff should attend this event which is held in Wait Chapel.

### FAMILY WEEKEND

During this weekend, the parents and families of Wake Forest students attend scheduled activities, such as a welcome reception, a football game, parent information sessions, headline entertainment in Wait Chapel, and Sunday brunch. Sponsored by the Student Union.

### FILM SERIES

The film series is sponsored by the Student Union which plans and promotes a diverse series of both classic and contemporary films. The films are shown in Pugh Auditorium in the Benson University Center. Formats include DVD and video.



## THE FINE ARTS

Throughout the year there are numerous opportunities to attend programs in music, art, theater, and dance. These are generally held in Scales Fine Arts Center or Wait Chapel and are publicized in the Old Gold & Black, posters, and WFDD.

## FOUNDERS' DAY

This event commemorates the founding of Wake Forest and is held at the beginning of February in Wait Chapel. Student and faculty excellence awards are presented during this event.

## HOMECOMING

Homecoming is a fall reunion weekend for alumni, friends, and students of Wake Forest. It includes the annual Homecoming football game and social activities organized by Student Union, the alumni office, and the Department of Athletics.

## CAMPUS RECREATION

The campus recreation office provides a recreational sports program for all Wake Forest students. Activities include: intramurals, club sports, aerobics, aquatics, and outdoor pursuits. See page 101 for a comprehensive list of the activities offered.

## PROJECT PUMPKIN

Project Pumpkin is an annual event sponsored by the Volunteer Service Corps at Halloween time. This year's event will be held Oct. 28. It brings approximately 1,200 invited children from the Winston-Salem community and pairs them with Wake Forest undergraduates. Throughout the course of their visit, the children trick-or-treat in the residence halls and participate in Halloween carnival games. Don't miss this wonderful experience of giving to children who otherwise might not have a safe and fun Halloween. For more information on becoming involved, contact the Volunteer Service

Corps (5290), also see the traditions and legends section, page 13.

## SPRINGFEST

This annual tradition provides many "just for fun" events including games, competitions, block parties, and concerts. Springfest is sponsored by the Student Union.

## SECREST ARTISTS SERIES

The Secrest Artists Series has a long and distinguished history of presenting, at no cost to students, staff, and faculty, performing artists of national and international reputation. Considered as education and entertainment of the highest quality, such celebrated performers as Itzhak Perlman, Christopher Parkening, Ravi Shankar, Doc Severinsen and his Big Band, Denyce Graves, and the National Symphony with Leonard Slatkin, have appeared on the Secrest Series. Each event is accompanied by a pre-concert talk and/or a residency activity by the artist.

The 2004-05 season continues with five stellar events. Free tickets for students are available at the ticket office in the Benson Center the week of each performance upon presentation of a valid student ID. Tickets can be purchased for family and friends at the University Theatre box office in the Scales Fine Arts Center.

## 2004-05 Secrest Concerts

**STEFON HARRIS & BLACKOUT**, vibraphonist/composer: This 28-year-old is blazing new trails on the vibraphone and exploring the rich potential of jazz composition. Visit [www.unlimitedmyles.com](http://www.unlimitedmyles.com).

*Thursday, September 9  
Brendle Recital Hall, 7:30 p.m.*

**THE ENGLISH CONCERT WITH ANDREW MANZE**: Andrew Manze is "probably the first superstar of the baroque violin since the baroque era itself" (Richard Buell, *Boston Globe*). As violin soloist and director of The

English Concert, Andrew Manze is shattering expectations of early music with his flamboyant style. Visit [www.englishconcert.co.uk](http://www.englishconcert.co.uk).

*Thursday, October 28*

*Wait Chapel, 7:30 p.m.*

**A SCOTTISH CHRISTMAS**, w/ Bonnie Rideout, Celtic fiddler: Imagine bagpipes, Highland dancers, and legendary Celtic musicians blending the sounds of the fiddle, uilleann pipes, bodran, clarsach, guitar and voice! As seen on CBS Sunday Morning, this live-ly attraction offers riveting fiddle and pipe solos and the fiery dances of the Scottish moors, village squares, and castle drawing rooms. Visit [www.bonnieideout.com](http://www.bonnieideout.com).

*Thursday, December 2*

*Wait Chapel, 7:30 p.m.*

**JOSHUA BELL**, violinist : “Bell’s insatiably passionate violin playing, always searching rather than sentimental, is as refined as it

is passionate, and he leads as a true soloist, doing so to dazzling effect.”—*The Times* (London) Accused of playing “like a god” by some of his colleagues, Bell epitomizes the 21st-century Renaissance man. Visit [www.joshuabell.com](http://www.joshuabell.com)

*Thursday, February 10*

*Wait Chapel, 7:30 p.m.*

**TUSCAN SUN FESTIVAL TOUR**: Experience an evening of multi-media magic from Tuscany. This concert was originally created at the Tuscan Sun Festival in Cortona, Italy. Join conductor Dmitri Sitkovetsky, music director, and the New European String Chamber Orchestra with Nina Kotova, cellist, in a program to include Kotova’s “Tuscan Sun Suite” with narration by Frances Mayes. The program also includes photography by Stephen Rothfeld of the Tuscan countryside. Visit <http://tuscansunfestival.com/tour/>

*Saturday, April 16*

*Wait Chapel, 7:30 p.m.*

## *activities off campus*

All the listings in this section are for information purposes only. The University does not endorse or promote the businesses named.

### MOVIE THEATERS

Discount movie tickets to Carmike theaters are available in Room 344-A, Benson University Center.

#### Carmike 10

Reynolda Road (922-1301)

#### Films on Fourth

Stevens Center on 4th St. (722-8269)

[www.cinemasociety.org](http://www.cinemasociety.org)

#### Marketplace Discount Movie Theatre

Peter’s Creek Parkway (725-4646)

#### Wynnsong 12

Hanes Mall Blvd. (765-5875)

### OUTDOORS

#### Pilot Mountain and Hanging Rock State Park

For breathtaking views of the Piedmont area, take an afternoon trip to either of these natural wonders. At Pilot Mountain, you drive your car to the top and hike a short distance. At Hanging Rock State Park, you park your car towards the bottom and hike to the top.

To get to Pilot Mountain, take University Parkway north to US 52. Take 52 north for about twenty miles and watch for signs. It takes about thirty minutes to get to Pilot Mountain from campus.

To get to Hanging Rock, take University Parkway North to the Stanleyville Exit on Route 66 and go about fifteen to twenty miles; watch for signs for Hanging Rock. It takes about forty-five minutes to get to Hanging Rock from campus.

### Tanglewood Park

Over 1,000 public acres of year-round fun make Tanglewood a diverse attraction. Enjoy tennis, canoeing, horseback riding, swimming, fishing, fifty-four holes of golf, bicycling, and natural beauty. The park is on Highway 158, off I-40 west of Winston-Salem. Take Silas Creek Parkway south; exit on Business 40 west, which will join I-40 Bypass west. Exit at Tanglewood Park/Bermuda Run (Exit 182), turn left, and follow the signs. There is a \$2 entrance fee per car.

### Dixie Classic Fair

*October 1-10, 2004*

The Dixie Classic Fair is an annual Winston-Salem exposition of the area's agriculture, economic, and cultural life. It is held each fall at the Dixie Classic Fairgrounds, which is part of the recreational/sporting complex that includes the L. Joel Veterans Memorial Coliseum and Annex.

The fair offers food, educational displays, exhibits of livestock and agriculture, arts and crafts, carnival rides, as well as grandstand, outdoor musical and midway entertainment. Entrance fee \$6.

### Westbend Vineyards

You can take a tour of the vineyard and the wine processing facility; sample tastings are available. Westbend is located along the Yadkin River in western Forsyth County. There are forty acres of varietal grapes. Take Silas Creek Parkway south; exit to I-40 west. From I-40 take US 421 (to the right toward Yadkinville) to the Shallowford Road exit. Go left on Shallowford Road for two miles,

and then left onto Williams Road. The vineyard is on the left.

## ARTS AND CULTURE

### Museum of Early Southern Decorative Arts (MESDA)

MESDA is the nation's only museum solely devoted to the research and display of Southern decorative arts. There are guided tours through the museum's nineteen period rooms and six galleries that display the life of the seventeenth to nineteenth centuries. Entrance fee is \$21 for the day. Wake Forest students admitted free with a valid ID. Includes several buildings and museums. (721-7360)

### Piedmont Craftsmen

This group represents about 400 craftsmen and has been called "a showcase for Southern crafts" by the *New York Times*. In the gallery and shop, works in fiber, glass, wood, pottery, and metal are displayed year-round. The annual Piedmont Crafts Fair is held in the fall. There is an admission for the fair. (725-1516)

**Reynolda House Museum of American Art**  
Designed and built in 1914-1917, Reynolda House holds a noteworthy collection of eighteenth, nineteenth, and twentieth century American paintings, prints, and sculpture. The House is within walking distance of campus. You can take a stroll through the Reynolda Gardens to reach the House. Look for the path that is located behind Winston Hall (the biology building). Entrance fee for adults is \$8, seniors \$7. No charge for students with a valid ID. (725-5325)

### Sawtooth Center for Visual Art

The Sawtooth Center is located in the heart of downtown on Marshall Street. It features three large galleries for art collections and offers year-round classes in ceramics, graphics, fiber, metal, photography, and wood.

Afternoon and evening classes are available. The Sawtooth Center is part of Winston Square, which has meeting facilities, a restaurant, and a summertime amphitheater for lunchtime concerts. (723-7395)

**Southeastern Center for Contemporary Art (SECCA)** [www.SECCA.org](http://www.SECCA.org)

Founded in 1956, SECCA is nationally recognized as a showcase for the contemporary works of painters, sculptors, printmakers, and other artists in an eleven-Southeast state area. SECCA offers a year-round schedule of exhibitions, lectures, and programs in the arts. It is located about five minutes from campus off Reynolda Road, right turn on Marguerite Drive. It has a great gift shop. Admission is \$5 for adults, \$3 for seniors and students seventeen and older. Under seventeen admitted free. (725-1904)

**Roger L. Stevens Center for the Performing Arts**

The Stevens Center, located downtown, is a 1,400 seat former vaudeville theater from the 1920s that was restored and reopened in 1983. It is home to the Winston-Salem Piedmont Triad Symphony, Something for Everyone Series, and the Broadway Preview Series. (Box Office, 721-1945)

**Winston-Salem Delta Fine Arts Center**

The Delta Center is the city's oldest incorporated African-American not-for-profit cultural organization. It offers free classes in the arts and humanities, lectures, arts workshops, exhibits, and performances by professional artists. (722-2625)

**Winston-Salem Piedmont Triad Symphony**  
Offers a full annual concert schedule with over sixty-five concerts each year in Winston-Salem and other cities. (725-1035)

## OTHER ATTRACTIONS

### Bethabara Park

Bethabara was founded by the Moravians during the mid-eighteenth century. There are tours of the restored buildings that display early Moravian culture. The park is located on Bethabara Road off University Parkway, about five minutes from campus. Tours are \$2 for adults and \$1 for children. (924-8191)

### Old Salem

The town of Salem was founded by the Moravians in 1766. Today, over eighty structures have been restored on one of America's most authentic colonial sites. Special events that replicate early traditions are scheduled at Thanksgiving, Christmas, and Easter (sunrise service). Old Salem is located in the south end of town, about ten miles from campus. It borders Salem College, Salem Academy, and Main Street. (721-7350)

## SPORTS

For sports fans, Winston-Salem has plenty to offer in many areas: Wake Forest football is played in Groves Stadium, while basketball games are held in the Lawrence Joel Veterans Memorial Coliseum. Wake Forest's baseball team plays in Hooks Stadium on campus. Winston-Salem also has a minor league baseball team called the Warthogs. They play at Ernie Shore Field, which is next to Groves Stadium. For anyone interested in ice skating, there is a rink in the Coliseum Annex next to the Coliseum.

### Golf Courses (public)

Grandview Golf Course	924-8229
Heather Hills Golf Course	788-5785
Long Creek Club	924-5226
Reynolds Park Golf Course	650-7660
Tanglewood Golf Course	778-6320
Wilshire Golf Course	788-7016
Winston Lake Golf Course	727-2703



## LOCAL SHOPPING AND SERVICES

## Bicycle Shops/Maintenance

Ken's Bike Shop

*114-J Reynolda Village, 724-9688*

Paul's Schwinn

*2405 Buchanan Street, 777-1002*

## Automobile Repair/Maintenance

Firestone

*Reynolda Road, 725-1580*

Merchant's Tire &amp; Auto Center

*North Point Blvd., 896-1771*

## Hotels and Inns

Adam's Mark Winston-Plaza Hotel

*Cherry Street, 725-3500*

Best Western Salem Inn

*127 South Cherry Street, 725-8561*

Courtyard by Marriott

*University Parkway, 727-1277*

Graylyn International

Conference Center

*Reynolda Road, 758-2600*

Hawthorne Inn &amp; Conference Center

*High Street, 777-3000*

Holiday Inn Select

*5790 University Parkway**767-9595*

Ramada Plaza Hotel Coliseum

*University Parkway, 723-2911*

Residence Inn by Marriott

*North Point Blvd., 759-0777*

## Bed and Breakfast

Brookstown Inn

*200 Brookstown Ave., 725-1120*

Col. Ludlow Bed &amp; Breakfast Inn

*Summit & West 5th St., 777-1887*

Manor House at Tanglewood

*Tanglewood Park, Clemmons**778-6370*

Shaffner House

*150 So. Marshall Street, 777-0052*

Augustus T. Zevely Inn

*803 So. Main Street, 748-9299*

## Telephone Information Line

First Line 727-8100

*Forsyth Co. Directory of  
Community Resources*

Tel-Med 760-3062

*A library of tape-recorded health  
messages. The service is free and  
available 24 hours a day, 7 days a  
week.*

## Malls, Pharmacies, Shopping

CVS Drug Stores

*University Parkway, 744-2320**Robinhood Road 768-8251*

Eckerd Drug

*Reynolda Road, 924-9366**Thruway Shopping Ctr., 725-8311**University Plaza, 724-2458*

Food Lion (groceries)

*North Point Blvd., 759-0400*

Hanes Mall

*Silas Creek Parkway (has over 200  
shops and services, including five  
department stores, restaurants, and  
specialty shops), 765-8321*

Harris Teeter (groceries)

*S. Stratford Road, 723-2305**Reynolda Road, 924-5550**N. Peacehaven Road, 760-0116*

Lowe's Foods

*Reynolda Road, 725-7759*

Marketplace Mall

*Peters Creek Parkway, 722-7779*

Reynolda Village

*Reynolda Road, 758-5584*

Sherwood Plaza Shopping Center

*(Lowe's Supermarket, TJ Maxx)**Robinhood Road*

Stratford Oaks Shoppes

*S. Stratford Road 722-3410*

Thruway Shopping Center

*S. Stratford Rd.*

Wal-Mart

*E. Hanes Mill Rd. (open 24 hours),**377-9194**Hanes Mall Blvd., 760-9868*

Whole Foods Market

*Miller Street, 722-9233*

## RESTAURANTS

The following does not represent a complete list of restaurants in Winston-Salem.  
average entree cost: \$ = \$5 or less; \$\$ = \$5-10; \$\$\$ = \$10+

### 1703 Restaurant

1703 Robinhood Rd. 725-5767 \$\$\$

### Basmati

3088 Healy Dr. 794-9206 \$\$

### Bernardin's Fine Dining

373 Jonestown Rd., 768-9365 \$\$\$

### Bistro 420

420 W. 4th St. 721-1336 \$\$\$

### Cha Da Thai

420 Jonestown Rd. 659-8466 \$\$

### Chesapeake Bagel

1977 Peace Haven Rd., 774-7003 \$

### Ciccione's Pizza

3352 Robinhood Rd., 760-0041 \$\$

### Cities Grill & Bar

2438 S. Stratford Rd., 765-9027 \$\$

### Coppola's Pizzeria

Reynolda Commons Shopping Center,  
922-1190 \$\$

### Diamondback Grill

753 N. Avalon Rd., 722-0006 \$\$-\$\$\$

### Elizabeth's Italian Restaurant & Pizzeria

2824 University Parkway 724-4650 \$

### Fourth Street Filling Station

871 W. 4th St., 724-7600 \$\$

### Franco's Italian Restaurant

420 Jonestown Rd., 659-7778 \$\$

### Golden India

2837 Fairlawn Dr., 777-0004 \$\$

### Hero House

2951 University Parkway, 761-0078 \$

### Ichiban

270 S. Stratford Rd., 725-3050 \$\$

### Jason's Deli

Hanes Mall Blvd., 794-0015 \$\$

### K&W Cafeterias

3300 Healy Dr., 768-1066 \$

800 E. Hanes Mill Rd., 661-0504 \$

### Kabab's Indian Bar & Grill

321 W. Fourth St. 725-9929 \$\$\$

### Kanpai

1438 S. Stratford Rd., 768-7799 \$\$\$

### Krispy Kreme Doughnut Co.

259 S. Stratford Rd., 724-2484

### La Carreta

725 Coliseum Dr., 722-3709 \$\$

### Lany's Wings

3656 Reynolda Rd., 924-1666 \$

### Little Richard's Bar-B-Que

4885 Country Club Rd., 760-3457 \$

### Lucky 32

109 S. Stratford Rd., 777-0032 \$\$\$

### Macaroni Grill

1915 Hampton Inn Ct., 765-6676 \$\$

### Maria's Italian Restaurant

134 Spruce St., 777-1100 \$\$

### Mayberry Ice Cream Restaurant

50 Miller Street, 724-3682 \$

### Midtown Cafe & Dessertery

151 Stratford Rd., 724-9800 \$\$

### Mountain Fried Chicken

5475 University Parkway, 767-1676 \$

### New Town Bistro

420 Jonestown Rd., 659-8062 \$\$

### Noble's Grille

380 Knollwood St., 777-8477 \$\$\$

### Panera Bread Co.

2209 Cloverdale Ave., 722-0900 \$\$

### Qdoba Mexican Grill

57 Miller St., 724-9873 \$\$

### Quizno's

7815 North Point Blvd., 759-2762 \$

### Royal Thai

514 S. Stratford Rd., 777-1597 \$\$\$

### Ryan's

719 Coliseum Dr., 724-6132 \$\$\$

### Salem Tavern

736 S. Main St., 748-8585 \$\$\$

### The Loop Pizza Grill

320 S. Stratford Rd., 703-9881 \$\$

### Twin City Chop House

115 S. Main St., 748-8600 \$\$\$

### Twin City Diner

1425 W. 1st St., 724-4203 \$\$

### Village Soda Shop

1114-D Reynolda Village, 722-2948 \$

### Village Tavern

221 Reynolda Village, 748-0221 \$\$

### West End Cafe

926 W. 4th Street, 723-4774 \$-\$\$

## ON-CAMPUS PIZZA DELIVERY

Domino's 759-2011

Papa John's 725-9700

Pizza Hut 758-4865

### RESTAURANT AND DISCOUNTS

For more information on local restaurants and to see menus and reveiws, visit <http://student.wfu.edu/life>. The following list is of student discounts at restaurants and other places frequented by Wake Forest students. In order to receive discounts, students must present a valid ID. For a complete list of student discounts, visit <http://student.wfu.edu/discounts/>.

- Carving Board—10% discount  
*Thruway Shopping Center, 748-9118*
- Chesapeake Bagel—10% discount  
*1977 N. Peace Haven Rd., 774-7003*
- Friends of the Earth—10% discount  
*114 Reynolda Villiage, 725-6781*
- Harris Teeter—5% discount  
*3508 Yadkinville Rd., 924-5550*
- Jersey Mike's—10% discount  
*5940 University Parkway, 377-2700*
- North Point Florist—10% discount  
(cash and carry only)  
*4029 Brownsboro Rd., 759-0800*

## telephone numbers

### Aa

- Activities Coordinator 5788
- Activity Info. Line 4422
- Admissions/Financial Aid 5201
- Alcohol Event Registration 5921
- Anthropology Dept. 5945
- ARAMARK (Food Services) 5607
- AROTC/Military Science 5836
- Art Dept. 5310
- Athletics 5616
- Athletics Ticket Office 3322

### Bb

- Babcock Graduate School  
of Management 5422
- Baptist Student Union 5021
- Barber and Beauty Shop 759-2443
- Benson Center Ticket Office 4265
- Benson University Center 4869
- Biology Dept. 5323
- Box Office, Theatre 1997

### Cc

- Calloway, Wayne, School of  
Business & Accountancy 5304
- Campus Ministry 5248
- Career Services 5902
- Chaplain 5017
- Chemistry Dept. 5325
- Classical Languages Dept. 5330
- College Book Store 5603
- Communication Dept. 5405
- Computer Center  
(Information Systems) 5261
- Computer Science Dept. 5354
- Copy Center—Benson Center 5251
- Counseling Center 5273
- Creative Services Office 5379
- Cultural Res. Preservation 5117

### Dd

- Dance 5393
- Deacon Shop 5626
- Dean of the College 5311
- Dean of Freshmen 5311
- Dean of Student Services 5226
- Dean of Summer Session 5664
- Debate Team 5268

Director, Student Development 5921

## Ee

Early Christian Studies 5120  
East Asian Lang. & Cultures 4817  
East Asian Studies 5455  
East European Studies 4396  
Economics Dept. 5334  
Education Dept. 5341  
Emergency (Univ. Police) 911  
English Dept. 5383  
Equal Opportunity Office 4814

## Ff

Facilities Management 4255  
Financial Aid Office 5154  
Financial and Accounting Services 5233  
Food Court, Benson Center 4695

## Gg

German/Russian Dept. 3493  
German Studies 5363  
Graduate School 5301  
Greek Activities 5921

## Hh

Health & Exercise Science 5391  
Health Educator 5937  
Health Professions Student Services 5572  
History Dept. 5501  
Howler, The 5289  
Housing 5663  
Humanities 5647

## Ii

Information Desk 5255  
Information Systems (Computer Center) 5261  
Information Tech. Center 4649  
Interdisciplinary Honors 5555

International Studies 5938/5939  
Intramural Sports 5838  
Italian Studies 5549

## Jj

Judicial Officer/Associate Dean of Student Services 5226

## Ll

Language Resource Center 5271  
Latin American Studies 5429  
Law School 5430  
Learning Assistance Center 5929  
Library 5478/4931/5480  
Linguistics 5362

## Mm

Mathematics Dept. 5354  
Medieval Studies 5384/5388  
Military Science Dept. 5836  
Multicultural Affairs Office 5864  
Museum of Anthropology 5282  
Music Dept. 5364

## Oo

Office of Volunteer Services 4549  
Old Gold and Black 5280

## Pp

Parking Management 6123  
Pathways 6075  
Perkins Loans 5189  
Philosophy Dept. 5359  
Physical Facilities

*See Facilities Management*

Physics Dept. 5337  
Pizza Hut, Benson Center 4862  
Politics Dept. 5449  
Pool 1967  
Post Office, WFU Contract 4449  
Pre-Graduate School Advising 5156  
Pre-Law Advising 5556  
President 5213





## Aa

Academic Policies & Information	25
Academic Advisers	28
Academic Societies	97
Activities On Campus	106
Activities Off Campus	108
Adding a Course	27
Additional Academic Oppor.	104
Administrative Offices	14
Administrative Withdrawal Policy	53
Advertise Your Event, How to	85, 91
Airport Express	90
Alcohol, excessive and/or harmful use	55
Alcoholic Beverages	35, 41, 53
Alma Mater: Dear Old Wake Forest	8
American Ethnic Studies	104
Anthropology, Museum of	93
Aquatics	101
Art Gallery	93
Arts and Culture, Off Campus	109
Artist Series, Secrest	107
Associate Dean/Judicial Officer	17
Associate VP for Student Life	16
Assoc. VP & Dean of Student Serv.	16
Athletes in Action	94
Athletics, Department of	15
Athletics Ticket Office, Hours	93
Auto Registration	6, 85, 94
Automobile Repair/Maintenance	111

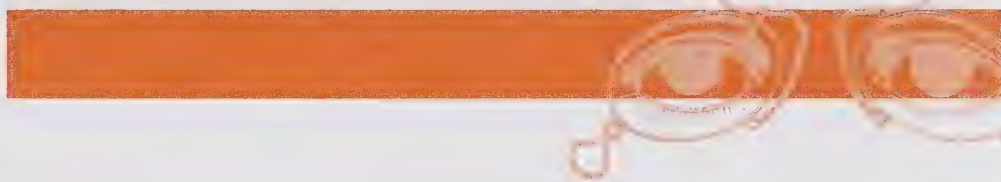
## Bb

Baha'i Association	94, 99
Bank, Wachovia	91, 94
Baptist Student Union	94, 99
Barber Shop	86, 93
Basketball/Racquetball, court hours	94
Bed and Breakfast	111
Benson University Center,	18, 96
Food Court, Hours	92
Hours	92, 96
Meeting Rooms	88
Bethabara Park	110
Bicycles	7, 111

Biomedical Communications & Printing Services	85
Book Store, College	90, 93
Brian Piccolo Cancer Fund	12
Bridger Field House, College Store	86
Bulletin, Why You Should Keep It	91
Business and Accountancy, Wayne Calloway School of	15

## Cc

Cafeteria, Reynolda Hall, Hours	92
Calloway, Wayne, School of Business and Accountancy	15
Campus Crusade for Christ	95, 99
Campus Ministry	16, 57
Campus Posting	62
Cancer Fund Drive, Brian Piccolo	12
Candlelight Service	12, 106
Career Services	17
Carlyle, Irving, Lecture Series	106
Catholic Community, WF	95, 99
Catholic Mass, Hours	95
Chaplain	16
Chinese	104
Chi Rho	100
Christian Medical and Dental Assoc.	100
Christmas Lovefeast	12, 106
Chronological History of WFU	10
Class Excuses, SHS	21
Club Sports & Campus Recreation	101
College Bookstore	86
law, MBA store	88
textbooks	90
Computer Support Center	87
Computing Resources, rights and responsibilities	25
policies	26, 42
Confidentiality, SHS	21
Controlled Substances, State & Federal Sanctions	59
Controlled Substances, Violation/Sanction	37, 42
Controller, Office of	15
Convocation, Opening	106



Copy Center	86
Counseling Center, University	19, 57
Course Drop/Add	27
Cultural Resource Preservation	104
Cyberstalking	50

## Dd

Davis Chapel, Hours	95
Davis Chapel, Meeting Rooms	88
Deacon Fight Song	8
Deacon OneCard Office	91
Deacon Shop	87, 93
Deadly Weapons	37
Dean of the College, Office of	14
Dean of Freshmen, Office of	14
Dean, Wayne Calloway School of Business & Accountancy	15
Dean of Student Services	16
Dear Old Wake Forest	8
Delta Fine Arts Center	110
Demon Deacon, WF mascot	11
Dept. of Parking Management	86
DeTamble Auditorium	89
Dining Area Schedules	92
Diphtheria immunization	22
Disabled Student Services	87
Distribution of Flyers	62
Dixie Classic Fair	109
Drop/Add Course	27
Drugs, Illegal Possession of	37, 60

## Ee

EZ Rides/Safe Rides	100
E-mail ID	6
Early Christian Studies	104
East Asian Languages and Cultures	104
East Asian Studies	104
Emergency Phone Numbers	20
Emergency Response Team	100
Environmental Sciences	104
Environmental Studies	104
Episcopal Services, Hours	95

Episcopal Student Fellowship	100
Escort Service	90
Events, The Student Online Magazine	85
Event, How to Advertise Your	91

## Ff

Facilities & Services	85
Faculty Advisers' Dinner	12
Family Educ. Rights & Privacy Act	28
Family Weekend	106
Fight Song: O Here's to Wake Forest	8
Film Series	106
Financial & Acct. Services	15
Financial Aid, Office of	15
Fine Arts, The	107
Fines, Traffic	86
Fire Safety Equipment Violation/Sanction	42
First Line, Information Line	111
Fitness	100
Fitness Center, Hours	94
Flyers, Distribution	62
Food Facilities, Hours	92
Foreign Area Studies	104
Forest Fire Christian Fellowship	95, 100
Founders' Day	107
Fraternities	98
Freshmen, Dean of	14

## Gg

Gate Protocols	85
German Measles Immunization	22
German Studies	104
Global Trade and Commerce	104
Golf Courses (Public)	110
Gospel Choir	100
Greek Life Policies & Principles	47, 98
Greek Organizations	98
Group Disciplinary Procedures	45
Group Responsibility	45
Gymnasium	94

# index

## Hh

Habitat for Humanity	100
Hanging Rock State Park	108
Harbinger Corps	100
Hazing	61
Health Education Program	17
Health Educator	17, 56
Health Information Summary	22
Health Insurance	21
Health Policies & Admin.	104
Health Risks,	
excessive and/or harmful	
use of alcohol	55
substance abuse	55
Hepatitis B Vaccine	22
History of Wake Forest	10
HIV Infection Policy	23
Homecoming	107
Honor and Ethics Council	64, 102
Honor Code	9, 35, 41
Honor System	9
Honorary Societies	97
Hotels & Inns	111
Hours of Operation	92
Housing Policies, Sanctions	42
Howler, The	99
Human Immunodeficiency Virus	23
Humanities	104

## Ii

ID (Identification) Cards	6, 90
Illegal Drugs, Trafficking in	60
Illegal Possession of Drugs	37, 60
Immunization Policy	22
Inclement Weather, SHS	21
Information Desk	87
Information Lines, Telephone	111
Information Systems	87
Information Technology Center	88
Intercollegiate Athletics	101
Interdisciplinary Minors	104
Interdisciplinary Honors	105
Interfraternity Council	102

International Studies	104
Intervarsity Christian Fellowship	95, 100
Intramural Sports	101
Irving Carlyle Lecture Series	106
IS Food Court	92
Italian Studies	104

## Jj

Jewish Students Organization	95, 100
Judicial Officer/Associate Dean	17
Judicial System, Wake Forest	63

## Kk

Keycard	35
---------	----

## Ll

Late Night Breakfast	12
Latin American Studies	104
Legends, WFU	9
Learning Assistance Center	19, 105
Library Services	88
Lighting of the Quad	13
Linguistics	104
Living Parables	100
Lounge Space	47
Lovefeast, Christmas	12, 106
Lutheran Campus Ministry	100
Lutheran Services, Hours	95

## Mm

Magnolia Room, Hours	92
Mail Services, Hours	93
Malls (shopping)	111
Map, Campus	Inside Front Cover
Map, Winston-Salem	Inside Back Cover
Mascot, Demon Deacon	11
Meal Cards	91
Measles Immunization	22
Media and Publications	99



Medical Records, Retention of	21
Medieval Studies	104
Meditation Room, Hours	95
Meeting Rooms	88
Meeting Times, religious	94
Meningococcal Vaccine	23
MESDA	109
Ministry, Campus	16
Minority Greek Council	102
Movie Theaters	108
Multicultural Affairs	17
Mumps Immunization	22
Mus. of Amer. Art, Reynolda House	109
Museum of Anthropology, Hours	93
Museum of Early Southern Decorative Arts	109

## Nn

Neuroscience	104
Noise Policy, Residential	61
Non-Discrimination Statement	48
North Carolina Law, alcoholic beverages	53
North Convenience Store	93

## Oo

"O Here's to Wake Forest"	8
Off-Campus Housing Policy	62
Off Campus Activities	108
Office of Financial Aid	15
Office of the Controller	15
Office of the Dean of the College	14
Office of the Dean, Calloway	15
Office of the Dean of Freshmen	14
Office of the President	14
Office of the Provost	14
Office of the Registrar	15
Officers, Student Government	102
Old Campus	12
Old Gold & Black	85, 91, 99
Old Salem	110
On Campus Activities	106

Online Health Information	21
One Accord	100
Open Curriculum	105
Opening Convocation	106
Operation, Hours of	92
Organizational Conduct	45
Organizations, Religious	99
Organizations, Student	97
Orthodox Christian Fellowship	96, 100
Outdoors, Activities Off Campus	108

## Pp

Panhellenic Council	102
Parking Management, Dept. of	6, 85
Parking	
special permits	86
ticket inquiries	86
Pathways	105
Peer Health Educators	100
Personal Conduct	35
Pharmacies	111
Piccolo, Brian, Cancer Fund Drive	12
Piedmont Craftsmen	109
Piedmont Triad Symphony	110
Pilot Mountain	108
Pit, The, Hours	92
Pizza Delivery, On Campus	112
Policies, Academic	25
Policies, Social	33
Policy, Substance Abuse	55
Polio vaccine	22
Pool, Swimming, Hours	94
Post Office	89, 93
Posting, Campus	62
Practice Rooms	89
PREPARE	49, 103
Presbyterian Services, Hours	96
Presbyterian Student Group	100
President, Office of	14
Printing Services	85
Privacy Policy, Computing	25
Pro Humanitate	9
Pro Humanitate Center	105

# index

Program, Substance Abuse	58
Project Pumpkin	13, 107
Provost, Office of	14
Publications, University	99

## Rr

RTA (resident technology advisor)	88
Racquetball Courts, Hours	94
Rape and Sexual Assault	49
Recreation	94, 107
Recycling	89
Reformed University Fellowship	96, 100
Registrar, Office of	15
Registration, Auto	85
Registration, Classes	30
Regulations, Alcoholic Beverages	53, 55
Regulations, Social	33, 57
Religious Organizations	94, 99
Residence Life and Housing	18, 57
Resident Student Association	103
Residential Group Responsibility	45
Residential Noise Policy	61
Restaurants	112
Reynolda Hall Cafeteria, Hours	92
Reynolda Hall Meeting Rooms	88
Reynolda House Museum of American Art	109
Reynolds Gym, Hours	94
Reynolds, Z. Smith Library	88
Retention of Medical Records	21
Rolling the Quad	13
Rubella Immunization	22
Rubeola (Measles)	22
Russian & East European Studies	104

## Ss

Sales and Solicitations	62
Sanctions	40, 41, 56, 57, 59
Sawtooth Center for Visual Art	109
School of Business and Accountancy, W. Calloway	15
SECCA	110
Secrest Artist Series	107

Senior Orations—Commencement	13
Service Organizations	100
Services & Facilities	85
Service Hotline	93
Sexual Harassment	52
Sexual Misconduct	39, 43, 49
forms of	50
Shopping, Local	111
Shorty's	92
Shuttle Service	90
Social Regulations & Policies	33, 57
Software Duplication & Use Policy	27
Sororities	99
Southeastern Center for Contemporary Art	110
Spanish Studies	104
Special Interest Groups	103
Sports & Recreation, Stud. Org.	100
Sports, Off-Campus	110
Springfest	107
Stalking	50
Standards of Conduct, Substance Abuse	58
Statement of Principle	9
Stevens, Roger L., Center for the Performing Arts	110
Student Alumni Council	100
Student Code of Conduct	35
Student Complaints	48
Student Development	18
Student Governance	102
Student Health Service	21, 56, 96
Student Life	16
Student Life & Instructional Resources, VP	16
Student Life, Assoc. Vice President	16
Student Online Magazine, The	85
Student Organizations	97
Student to Student	100
Student Services, Dean of	16
Student Social Regulations	57
Student Union	19, 100
Study Abroad	105
Substance Abuse Policy/Program	58
Summer Session	30



Sundry Shop	90, 93
Swimming Pool, Hours	94
Symphony, Winston-Salem	110
Systems Monitoring	25

## Tt

Tanglewood Park	109
Tel-Med	111
Telecommunication Services	90
Telephone Information Line	111
Telephone Numbers, Useful	113
Tetanus Immunization	22
Textbook Store	90
The Student Web Site	99
Theaters, Movie	108
Theme Houses	105
Things to Do When You Arrive	6
Three to Four Ounces	99
Ticket/Parking Inquiries	86
Traditions, Legends, History	8
Traffic Fines	85
Trafficking in Illegal Drugs	60
Treatment & Rehabilitation	
Programs, Substance Abuse	59
Tuberculin Skin Test	22

## Uu

Undergraduate Bulletin,	
Why Keep It	91
United Methodist Fellowship	96, 100
University Counseling Center	19, 57
University ID Cards	6, 90
University Police	19, 57
University Sanctions,	
Substance Abuse	59
Urban Studies	104
Useful Telephone Numbers	113

## Vv

Vaccines, Vaccinations	22
Varicella Immunization	22
Vehicle Registration Hours	94
Vice President, Student Life	
& Instructional Resources	16
Vineyards, Westbend	109
Violations/Sanctions, chart	41
Visitation	62
Volunteer Services	13, 20
Volunteer Service Corp	100

## Ww

Wachovia Bank	91, 94
Wait Chapel Carillon	13
Wait Chapel Meeting Rooms	88
WAKE Radio	85, 90, 99
WAKE TV	85, 90, 99
Wake Forest Baptist Church	96, 100
Weight Room, Hours	94
Westbend Vineyards	109
WFDD (FM)	85, 99
Where to Go?	14
Where You Can/Cannot Post Items	62
Window on Wake Forest	7, 90, 99
Winston-Salem Delta	
Fine Arts Center	110
Winston-Salem Piedmont	
Triad Symphony	110
Withdrawal Policy	53
Women's and Gender Studies	104

## Yy

Yearbook, The Howler	99
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## Zz

Z. Smith Reynolds Library	88
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*calendar snapshot*

FALL SEMESTER 2004

August 18	Wednesday	Move-in day for new students/ Residence halls open 8 a.m.-5 p.m.
August 19-24	Thursday-Tuesday	Orientation for new students
August 21	Saturday	Residence halls open for returning students, 8 a.m.-5 p.m.
August 22	Sunday	Residence halls open for returning students, noon-5 p.m.
August 23-24	Monday-Tuesday	Confirmation/Registration
August 25	Wednesday	Classes begin
September	(date to be announced)	Opening Convocation
September 8	Wednesday	Last day to add courses
September 29	Wednesday	Last day to drop courses
October 13	Wednesday	Midterm grades due
October 15	Friday	Fall break
November 24-28	Wednesday-Sunday	Thanksgiving holiday
November 29	Monday	Classes resume
December 3	Friday	Classes end
December 6-11	Monday-Saturday	Examinations
December 11	Saturday	All residence halls close at 7 p.m.
Dec. 12-Jan. 9	Sunday-Sunday	Winter recess

SPRING SEMESTER 2005

January 8	Saturday	Residence halls open 9 a.m.
January 9	Sunday	Residence halls open noon
January 10	Monday	Confirmation of registration for all students
January 11	Tuesday	Classes begin
January 17	Monday	Martin Luther King Jr. Day—no classes
January 26	Wednesday	Last day to add courses
February	(date to be announced)	Founders' Day Convocation
February 16	Wednesday	Last day to drop courses
March 4	Friday	Midterm grades due
March 5-13	Saturday-Sunday	Spring break
March 14	Monday	Classes resume
March 25	Friday	Good Friday—no classes
April 27	Wednesday	Classes End
April 28	Thursday	Reading Day
April 29-30	Friday-Saturday	Examinations
May 2-3	Monday-Tuesday	Examinations
May 4	Wednesday	Reading Day
May 5-7	Thursday-Saturday	Examinations
May 15	Sunday	Baccalaureate
May 16	Monday	Commencement





student

*calendar*

fall 2004 / spring 2005

04

05

august

9 *wednesday*

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10 *thursday*

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11 *friday*

---

12 *saturday*

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13 *sunday*

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29	30	31				

august 2004

14 *saturday*

---

15 *sunday*

august

monday 16

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 17

Move in day for new students

wednesday 18

Orientation for new students/Family Day  
Women's soccer vs. Penn State, TBA

thursday 19

Orientation for new students  
Deacon Comedy Club, Tiny Glover, Wait Chapel, 9:30 p.m.  
"Late Night at Benson," Benson University Center, 11 p.m.

friday 20

Residence halls open for returning students  
Women's soccer vs. Elon, 5 p.m.  
Men's soccer vs. Charlotte, 7 p.m.  
"Taste of Winston," Spry Stadium, 6-8 p.m.  
"Live at Wake Forest," The Nadas Concert, 9-11:30 p.m.

saturday 21

Residence halls open for returning students

sunday 22

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august 2004

august

23 *monday*

Orientation for new students  
Check in/Registration

24 *tuesday*

Orientation for new students  
Check in/Registration  
Honor Assembly: "Wake Forest: A Tradition of Honor", 3-4:15 p.m.  
Jive n' Java (Live Music), Shorty's, 7 p.m.

25 *wednesday*

Classes begin  
Student Union Poster Sale, Benson Patio, 9 a.m.-5 p.m.

26 *thursday*

Student Union Poster Sale, Benson Patio, 9 a.m.-5 p.m.

27 *friday*

Student Union Poster Sale, Benson Patio, 9 a.m.-5 p.m.  
Women's Soccer vs. Vanderbilt (away), 7 p.m.

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august 2004						

Men's soccer vs. Furman, 7 p.m.  
Field Hockey vs. Iowa, 2:30 p.m.

28 *saturday*

Field Hockey vs. Michigan, 2:30 p.m.

29 *sunday*



Women's soccer vs. UNC-Greensboro, 7 p.m.

monday 30

Jive n' Java (Live Music), Shorty's, 7 p.m.

31

Student Activities Fair, Magnolia Courtyard, 2-5 p.m.

wednesday 1

## Chapter 2

Women's soccer vs. Va. Commonwealth, Charlotte, 5 p.m.

Volleyball vs. South Carolina—Deacon Invitational, 7 p.m.

Men's soccer vs. Ohio State (away)

3

Volleyball vs. Marshall—Deacon Invitational, 1 p.m.

Volleyball vs. Connecticut—Deacon Invitational, 7 p.m.

Football vs. Clemson (away)

## Unit 4

Women's soccer vs. Mississippi, Charlotte, 1 p.m.

Men's soccer vs. Penn State (away)

Field Hockey vs. James Madison (away)

aWake All Night Beach Party, Benson, 10 p.m.-2 a.m.

5

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september 2004

september 2004

# september

6

Jive n' Java (Live Music), Shorty's, 7 p.m.

7

Last day to add courses  
Field Hockey vs. Davidson, 7 p.m.

8

wednesday

Football vs. Clemson (away)  
Secrest Artist Series: Stefon Harris & Blackout, Brendle, 7:30 p.m.

9

thursday

Women's soccer vs. Colorado, 7:30 p.m.  
Men's soccer vs. Fla. International (away)  
Volleyball vs. Tennessee — Lady Vols Classic (away)

10

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september 2004						

11

saturday

Field Hockey vs. Duke, 1 p.m.  
Football vs. East Carolina (away)  
Volleyball vs. Purdue — Lady Vols Classic (away)  
Volleyball vs. Tenn Martin — Lady Vols Classic (away)

12

sunday

Field Hockey vs. Louisville, 1 p.m.  
Women's soccer vs. Denver, 2 p.m.  
Men's soccer vs. VCU (away)

# september

Studio Series 1: One Act Plays, Ring Theatre, 7:30 p.m.

*monday* 13

Studio Series 1: One Act Plays, Ring Theatre, 4:30 p.m.  
Jive n' Java (Live Music), Shorty's, 7 p.m.

*tuesday* 14

Rosh Hashanah begins at sundown

*wednesday* 15

Rosh Hashanah

*thursday* 16

Women's soccer vs. Davidson, 7 p.m.  
Volleyball vs. Louisville—Wright State Tournament (away)  
Volleyball vs. Morehead St.—Wright State Tournament (away)

*friday* 17

Men's soccer vs. Virginia, 7 p.m.  
Football vs. NC A&T (home)  
Field Hockey vs. Michigan State (away)  
Volleyball vs. Bowling Green—Wright State Tournament (away)  
Volleyball vs. Wright State—Wright State Tournament (away)

*saturday* 18

Women's soccer vs. Princeton, 1 p.m.  
Field Hockey vs. Kent State (away)

*sunday* 19

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september 2004

# september

20 *monday*

Men's soccer vs. UNC-Greensboro, 7 p.m.  
Jive n' Java (Live Music), Shorty's, 7 p.m.

21 *tuesday*

22 *wednesday*

Women's soccer vs. Virginia Tech (away)

23 *thursday*

Men's soccer vs. South Carolina, 7 p.m.  
Volleyball vs. Virginia, 7 p.m.  
*Secret Rapture*, by David Hare, MainStage Theatre, 7:30 p.m.

24 *friday*

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september 2004

25 *saturday*

Football vs. Boston College (home)  
Field Hockey vs. Maryland, 1 p.m.  
Volleyball vs. Maryland, 6 p.m.  
*Secret Rapture*, by David Hare, MainStage Theatre, 7:30 p.m.  
Yom Kippur

Women's soccer vs. Duke, 6 p.m.

26 *sunday*



## september/october

monday 27

Men's soccer vs. Virginia Tech (away)  
Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 28

*Secret Rapture*, by David Hare, MainStage Theatre, 7:30 p.m.

wednesday 29

*Secret Rapture*, by David Hare, MainStage Theatre, 7:30 p.m.

thursday 30

Women's soccer vs. Virginia, 7 p.m.  
*Secret Rapture*, by David Hare, MainStage Theatre, 7:30 p.m.  
 Volleyball vs. Miami (away)

Friday 1

Men's soccer vs. Maryland, 7 p.m.  
*Secret Rapture*, by David Hare, MainStage Theatre, 7:30 p.m.  
 Football vs. NC State (away)  
 Field Hockey vs. UNC (away)  
 Volleyball vs. Florida State (away)

saturday 2

Field Hockey vs. LaSalle University, 1 p.m.  
*Secret Rapture*, by David Hare, MainStage Theatre, 2 p.m.

sunday 3

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31						

october 2004

# october

4 *monday*

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Jive n' Java (Live Music), Shorty's, 7 p.m.

5 *tuesday*

---

6 *wednesday*

---

7 *thursday*

---

Volleyball vs. Georgia Tech, 7 p.m.  
Women's soccer vs. Florida State (away)

8 *friday*

---

Volleyball vs. Clemson, 6 p.m.  
Football vs. Virginia Tech (home)

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october 2004

9 *saturday*

---

Women's soccer vs. Miami, 1 p.m.  
Men's soccer vs. NC State (away)  
Field Hockey vs. UNC, 1 p.m.

10 *sunday*

o c t o b e r

monday 11

Volleyball vs. Duke, 6 p.m.

Jive n' Java (Live Music), Shorty's, 7 p.m.

Men's soccer vs. Coastal Carolina (away)

Tuesday 12

Women's soccer vs. North Carolina, 7 p.m.

wednesday 13

thursday 14

Fall break

Men's soccer vs. Loyola Marymount, 6 p.m.

Volleyball vs. Virginia Tech (away)

15

Volleyball vs. Winthrop, 6 p.m.

Women's soccer vs. Maryland, 7 p.m.

Field Hockey vs. Virginia Commonwealth (away)

*Saturday* 16

sunday 17

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october 2004

october

18

monday

Men's soccer vs. Elon, 7 p.m.  
Jive n' Java (Live Music), Shorty's, 7 p.m.

19

tuesday

Field Hockey vs. Radford, 7 p.m.

20

wednesday

21

thursday

Women's soccer vs. NC State (away)  
Volleyball vs. Maryland (away)

22

friday

Men's soccer vs. Clemson, 7 p.m.  
Homecoming: Football vs. Fla. State (home)  
Volleyball vs. Virginia (away)

23

saturday

Field Hockey vs. Virginia (away)

24

sunday

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31						

october 2004



monday 25

Jive n' Java (Live Music), Shorty's, 7 p.m.

26

Monday 27

Women's soccer vs. Clemson (away)

Project Pumpkin, 3-6 p.m.

Secret Artist Series: The English Concert with Andrew Manze, Waith Chapel, 7:30 p.m.

28

## Family Weekend

Volleyball vs. NC State, 7 p.m.

*Catch-22*, by Joseph Heller, MainStage Theatre, 7:30 p.m.

Tom DeLuca, Wait Chapel, 8 p.m.

29

Football vs. Duke (home)

Volleyball vs. North Carolina, 6 p.m.

*Catch-22*, by Joseph Heller, MainStage Theatre, 7:30 p.m.

*aturday* 30

Halloween

Men's soccer vs. North Carolina (away)

Halloween Concert, Brendle Recital Hall, midnight

*sunday* 31

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october 2004

# november

1 *monday*

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All Saint's Day  
Studio Series 2: One Act Plays, Ring Theatre, 7:30 p.m.

2 *tuesday*

---

Election Day  
Studio Series 2: One Act Plays, Ring Theatre, 4:30 p.m.  
Jive n' Java (Live Music), Shorty's, 7 p.m.  
Men's soccer vs. Davidson (away)

3 *wednesday*

---

Catch-22, by Joseph Heller, MainStage Theatre, 7:30 p.m.  
Field Hockey ACC Championship (home)

4 *thursday*

---

Catch-22, by Joseph Heller, MainStage Theatre, 7:30 p.m.  
Field Hockey ACC Championship (home)  
Volleyball vs. Clemson (away)

5 *friday*

---

Catch-22, by Joseph Heller, MainStage Theatre, 7:30 p.m.  
Men's soccer vs. Duke (away)

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november 2004

6 *saturday*

---

Catch-22, by Joseph Heller, MainStage Theatre, 2 p.m.  
Field Hockey ACC Championship (home)  
Volleyball vs. Georgia Tech (away)

7 *sunday*

november

monday 8

Volleyball vs. Duke, 6 p.m.  
Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 9

wednesday 10

thursday 11

friday 12

Volleyball vs. Virginia Tech, 6 p.m.  
Football vs. North Carolina (home)  
Field Hockey NCAA 1st and 2nd Round

saturday 13

Field Hockey NCAA 1st and 2nd Round

sunday 14

s	m	t	w	t	f	s
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14	15	16	17	18	19	20
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28	29	30				

november 2004

# november

15 *monday*

---

Jive n' Java (Live Music), Shorty's, 7 p.m.

16 *tuesday*

---

17 *wednesday*

---

Volleyball ACC Tournament (Charlottesville)

18 *thursday*

---

Field Hockey NCAA Championship (home)  
Volleyball ACC Tournament (Charlottesville)

19 *friday*

---

Football vs. Miami (away)  
Volleyball ACC Tournament (Charlottesville)

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november 2004

20 *saturday*

---

Field Hockey NCAA Championship (home)  
Volleyball ACC Tournament (Charlottesville)

21 *sunday*



Studio Series 3: One Act Plays, Ring Theatre, 7:30 p.m.

*monday* 22

Studio Series 3: One Act Plays, Ring Theatre, 4:30 p.m.  
Jive n' Java (Live Music), Shorty's, 7 p.m.

*tuesday* 23

Thanksgiving holiday

*wednesday* 24

Thanksgiving Day

*thursday* 25

Thanksgiving holiday  
Volleyball: St. John's Classic Tournament (away)

*friday* 26

Football vs. Maryland (away)  
Volleyball: St. John's Classic Tournament (away)

*saturday* 27

*sunday* 28

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november 2004

# november / december

Classes Resume

29 *monday*

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Jive n' Java (Live Music), Shorty's, 7 p.m.

30 *tuesday*

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1 *wednesday*

---

Secrest Artist Series: A Scottish Christmas, Wait Chapel, 7:30 p.m.

2 *thursday*

---

Classes end

3 *friday*

---

4 *saturday*

---

5 *sunday*

---

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

december 2004

december

Exams

monday 6

Exams  
Hanukkah begins

tuesday 7

Exams

wednesday 8

Exams

thursday 9

Exams

friday 10

Exams  
Residence halls close 10 a.m.

saturday 11

Winter recess

sunday 12

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

december 2004

december

Winter recess

13 *monday*

---

Winter recess

14 *tuesday*

---

Winter recess

15 *wednesday*

---

Winter recess

16 *thursday*

---

Winter recess

17 *friday*

---

Winter recess

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

december 2004

18 *saturday*

---

Winter recess

19 *sunday*



december

Winter recess

monday 20

Winter recess

tuesday 21

Winter recess

wednesday 22

Winter recess

thursday 23

Winter recess

friday 24

Winter recess  
Christmas

saturday 25

Winter recess

sunday 26

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

december 2004

december / january

Winter recess

27 *monday*

---

Winter recess

28 *tuesday*

---

Winter recess

29 *wednesday*

---

Winter recess

30 *thursday*

---

Winter recess

31 *friday*

---

New Year's Day  
Winter recess

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
january 2005						

1 *saturday*

---

Winter recess

2 *sunday*

january

Winter recess

monday 3

Winter recess

tuesday 4

Winter recess

wednesday 5

Winter recess

thursday 6

Winter recess

friday 7

Residence halls open

saturday 8

Orientation for new students  
Residence halls open

sunday 9

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

january 2005

# january

Check in/Registration

10 *monday*

---

Classes begin

11 *tuesday*

---

12 *wednesday*

---

13 *thursday*

---

14 *friday*

---

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

january 2005

15 *saturday*

---

16 *sunday*



january

Martin Luther King Jr. Day—no classes

monday 17

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 18

wednesday 19

thursday 20

friday 21

saturday 22

sunday 23

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

january 2005

january

24 *monday*

---

Jive n' Java (Live Music), Shorty's, 7 p.m.

25 *tuesday*

---

Last day to add courses

26 *wednesday*

---

27 *thursday*

---

28 *friday*

---

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

january 2005

29 *saturday*

---

30 *sunday*

---

# january/february

monday 31

---

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 1

---

wednesday 2

---

thursday 3

---

friday 4

---

saturday 5

---

sunday 6

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

february 2005

# february

7 *monday*

---

Live n' Java (Live Music), Shorty's, 7 p.m.

8 *tuesday*

---

9 *wednesday*

---

Secret Artist Series: Joshua Bell, Wait Chapel, 7:30 p.m.

10 *thursday*

---

*Antigone*, by Sophocles, MainStage Theatre, 7:30 p.m.

11 *friday*

---

*Antigone*, by Sophocles, MainStage Theatre, 7:30 p.m.

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

february 2005

12 *saturday*

---

13 *sunday*



february

monday 14

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 15

Last day to drop courses  
*Antigone*, by Sophocles, MainStage Theatre, 7:30 p.m.

wednesday 16

*Antigone*, by Sophocles, MainStage Theatre, 7:30 p.m.

thursday 17

*Antigone*, by Sophocles, MainStage Theatre, 7:30 p.m.

friday 18

*Antigone*, by Sophocles, MainStage Theatre, 7:30 p.m.

saturday 19

*Antigone*, by Sophocles, MainStage Theatre, 2 p.m.

sunday 20

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

february 2005

february

21 *monday*

---

Jive n' Java (Live Music), Shorty's, 7 p.m.

22 *tuesday*

---

23 *wednesday*

---

24 *thursday*

---

25 *friday*

---

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

february 2005

26 *saturday*

---

27 *sunday*

---

# february / march

monday 28

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 1

wednesday 2

thursday 3

friday 4

Spring Break

saturday 5

Spring Break

sunday 6

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

march 2005

m a r c h

7

*wednesday*

Spring Break

8

*tuesday*

Spring Break

9

*wednesday*

Spring Break

10

*thursday*

Spring Break

11

*friday*

Spring Break

Spring Break

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

m a r c h 2005

12

*saturday*

Residence halls reopen at 11 a.m.

13

*sunday*



march

Classes resume

*monday* 14

Jive n' Java (Live Music), Shorty's, 7 p.m.

*tuesday* 15

*wednesday* 16

St. Patrick's Day

*thursday* 17

*friday* 18

*saturday* 19

*sunday* 20

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

march 2005

m a r c h

21 *monday*

---

Jive n' Java (Live Music), Shorty's, 7 p.m.

22 *tuesday*

---

23 *wednesday*

---

24 *thursday*

---

Good Friday—no classes

25 *friday*

---

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

m a r c h 2005

26 *saturday*

---

27 *sunday*

march / april

monday 28

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 29

wednesday 30

thursday 31

April Fool's Day  
*Twelfth Night*, by Shakespeare, MainStage Theatre, 7:30 p.m.

1

*Twelfth Night*, by Shakespeare, MainStage Theatre, 7:30 p.m.

saturday 2

## Daylight-Saving Time Begins

sunday 3

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

april 2005

# april

4 *monday*

---

Jive n' Java (Live Music), Shorty's, 7 p.m.

5 *tuesday*

---

*Twelfth Night*, by Shakespeare, MainStage Theatre, 7:30 p.m.

6 *wednesday*

---

*Twelfth Night*, by Shakespeare, MainStage Theatre, 7:30 p.m.

7 *thursday*

---

*Twelfth Night*, by Shakespeare, MainStage Theatre, 7:30 p.m.

8 *friday*

---

*Twelfth Night*, by Shakespeare, MainStage Theatre, 7:30 p.m.

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

april 2005

9 *saturday*

---

*Twelfth Night*, by Shakespeare, MainStage Theatre, 2 p.m.

10 *sunday*



april

monday 11

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 12

wednesday 13

thursday 14

friday 15

Secrest Artist Series: Tuscan Sun Festival Tour, Wait Chapel, 7:30 p.m.

saturday 16

sunday 17

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

april 2005

april

18 *monday*

---

Jive n' Java (Live Music), Shorty's, 7 p.m.

19 *tuesday*

---

20 *wednesday*

---

21 *thursday*

---

22 *friday*

---

23 *saturday*

---

Passover begins

24 *sunday*

---

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

april 2005

april/may

monday 25

Jive n' Java (Live Music), Shorty's, 7 p.m.

tuesday 26

Classes end

wednesday 27

Reading day

thursday 28

Exams

friday 29

Exams

saturday 30

sunday 1

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

may 2005

may

2 *monday*

Exams

Exams

3 *tuesday*

Reading Day

4 *wednesday*

Exams

5 *thursday*

Exams

6 *friday*

Exams

Residence halls close for non-seniors at 7 p.m.

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

may 2005

7 *saturday*

Mother's Day

8 *sunday*



may

monday 9

tuesday 10

wednesday 11

thursday 12

friday 13

saturday 14

Baccalaureate

sunday 15

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

may 2005

may

Commencement

16 *monday*

---

17 *tuesday*

---

18 *wednesday*

---

19 *thursday*

---

20 *friday*

---

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

may 2005

21 *saturday*

---

22 *sunday*

may

monday 23

tuesday 24

wednesday 25

thursday 26

friday 27

saturday 28

sunday 29

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

may 2005

telephone numbers



telephone numbers

telephone numbers

m	t	w	t	f	
					8 am
					9 am
					10 am
					11 am
					12 pm
					1 pm
					2 pm
					3 pm
					4 pm
					5 pm
spring semester 2005					

January 8, *Saturday*

January 9, *Sunday*

January 10, *Monday*

January 11, *Tuesday*

January 17, *Monday*

January 26, *Wednesday*

February (date to be announced)

February 16, *Wednesday*

March 4, *Friday*

March 5, *Saturday*

March 5-13, *Saturday-Sunday*

March 12, *Saturday*

March 14, *Monday*

March 25, *Friday*

April 27, *Wednesday*

April 28, *Thursday*

April 29-30, *Friday-Saturday*

May 2-3, *Monday-Tuesday*

May 4, *Wednesday*

May 5-7, *Thursday-Saturday*

May 7, *Saturday*

May 15, *Sunday*

May 16, *Monday*

Residence halls open at 9 am

Residence halls open noon/

New student orientation

Confirmation/registration

Classes begin

Martin Luther King Jr. Day—no classes

Last day to add courses

Founders' Day Convocation

Last day to drop courses

Midterm grades due

All residence halls close at noon

(Spring break housing available)

Spring break

Residence halls reopen at 11 am

Classes resume

Good Friday—no classes

Classes end

Reading day

Examinations

Examinations

Reading day

Examinations

Res. halls close for non-seniors at 7 pm

Baccalaureate

Commencement

Residence halls close for seniors at 7 pm





Winston-Salem, North Carolina





# The Student Handbook

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